

	Unit	Year	Skill	I-can-statement	Task(s)	Level
1	May I introduce myself?	1	Speaking	I can describe myself and others. I can ask and answer simple questions. I can use phrases to talk to my group and present our project to the class.	04 06, 07, 08 09	A2 A2-B1, A2-B1, A2-B1 A2-B1
			Writing	I can write a short text about myself.	02	A1-A2
			Reading	I can read about different strengths and weaknesses and know which ones apply to me.	05	A2-B1
			Listening	I can listen to and understand someone's introduction.	01	A2
2	Welcome to vocational school	1	Speaking	I can advise others what to do in a difficult situation. I can talk to somebody about different kinds of bullying. I can talk about the advantages and disadvantages of the education system in Austria, the UK and the US. I can make a short presentation about a vocation college in England or a job training program in the USA. I can create and present a skit about bullying.	07 08 11 12 15	A2-B1 A2-B1 A2-B1 B1 A2-B1
			Writing	I can write down key facts about my vocational school. I can understand a song text about bullying and copy all the relevant text parts. I can read and rephrase comments about bullying.	10 13 14	A2-B1 A2-B1 A2-B1
			Reading	I can understand a text about the Austrian Vocational Education and Training. I can understand a text about cyberbullying and respond to questions about it.	01 06	A2 A2-B1
			Listening	I can understand a text about the Austrian Vocational Education and Training. I can understand a text about training in England. I can understand a text about a high school student in New York.	01 04 05	A2 A2-B1 B1
3	Am I really so different?	1	Speaking	I can describe how I felt on my first day of vocational school. I can describe how my classmate felt and compare it to my feelings. I can invent an ending to a story and present it. I can talk to a classmate about their dreams and current experiences at school. I can talk about creating a more inclusive class and present it as a skit.	01 02 04 07 09	A2 A2 A2-B1 A2-B1 A2-B1
			Writing	I can write down notes about how others feel. I can use synonyms to describe something more interestingly. I can write the ending to a story. I can write meaningful sentences with given adjectives. I can write a script for a skit.	01, 07 02 04 08 09	A2-B1 A2-B1 A2-B1 A2-B1 A2-B1

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			Reading	I can read and understand a short text about a new experience. / I can compare synonyms. I can read and understand statements about new experiences. / I can understand a story and imagine a different ending. I can read and understand a text about adolescence and summarize it. / I can look up difficult words and understand them in context.	04 06 10	A2-B1 A2-B1 B1
			Listening	I can listen to and understand to people speaking about a new experience. / I can listen to a story and decide which pictures fit with it. I can listen to and understand people speaking about their view of a story.	05 11	A2-B1 B1
4	Something new for a change	2	Speaking	I can describe how others like to express themselves. I can talk about hobbies and interests.	03 08, 09	A2-B1 A2-B1, A2-B1
			Writing	I can describe my friends' talents and hobbies. I can write about various free-time activities.	07 08	A2 A2-B1
			Reading	I can understand a text about talents.	01	A2
			Listening	I can understand people describing their hobbies. I can understand a text about perfectionism.	02 10	A2 B1
5	Feeling at home	1	Speaking	I can describe what it means to "feel at home". I can talk about cultural differences and describe my favourite traditions. I can describe how a home looks and how it is laid out.	01 08	A1-A2 B1
			Writing	I can write the names of different countries, nationalities and languages. I can write the names of different kinds of homes and different parts of a home. I can complete a text about traditions, nationality and cultural identity.	04, 05 02, 04 07	A2 A2 B1
			Reading	I can understand a text about different traditions practiced by Austrian students. I can understand a text about students living away from home in a dormitory.	06 13	B1 B1
			Listening	I can understand someone's description of their home, traditions and cultural identity.	02	A2
6	Look at my shop!	1	Speaking	I can talk about the difference between companies. I can describe my company.	04 09	A2 A2
			Writing	I can describe my company.	09	A2
			Reading	I can understand a text about different types of retailers.	01	A2
			Listening	I can understand someone talking about themselves and their company.	05	A2

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7	It's not all coffee breaks and cake	2	Speaking	I can describe what I do at different times of the day. I can talk about my profession and compare it to other ones. I can talk about a picture showing a scene in a supermarket.	10 12 13	A1-A2 A2-B1 A2
			Writing	I can write down duties, personal skills and tools used for my work. I can write a text about my working day.	02 08	A2-B1 A2-B1
			Reading	I can understand a text about the daily routines of an apprentice.	01	A2-B1
			Listening	I can understand apprentices talking about their day at work.	06	A2-B1
8	Take a chance on me!	2	Speaking	I can talk about the goals and expectations I had when starting my apprenticeship. I can describe my personal "soft skills". I can describe the working conditions at my job.	02, 04 04	A2-B1, A2-B1 A2-B1
			Writing	I can write about my daily work challenges. I can write can create a poster that presents my company and my daily tasks there.	06 07 08	B1 A2-B1 A2-B1
			Reading	I can read a questionnaire about happiness in my job. I can understand an article about daily work challenges.	01 06	A2-B1 B1
			Listening	I can understand a person describing her career.	03	A2-B1
9	Staying fit and healthy	3	Speaking	I can describe healthy and unhealthy behaviour. I can discuss statements about health.	01 03	A2 B1
			Writing	I can write suggestions about how to live a healthy life.	04, 05, 08	A2, A2, A2-B1
			Reading	I can understand a text about stress.	09	A2-B1
			Listening	I can understand someone giving advice concerning study problems.	06, 07	A2-B1, A2-B1
10	Unbelievable! I never thought <i>that</i> would happen to me	2	Speaking	I can describe unpleasant situations. I can talk about how to protect myself online. I can talk about bullying.	02 03 08	A2 A2-B1 A2-B1
			Writing	I can write down online dangers. I can create a poster about dangerous situations.	02 09	A2 A2-B1
			Reading	I can understand a text about bullying. I can understand reactions to bullying situations. I can understand a text about hate speech.	01 04 07	A2 A2 A2-B1
			Listening	I can understand someone reporting about spam email.	06	A2-B1

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11	How may I help you?	2	Speaking	I can act out a shopping dialogue.	05, 11	A2, A2
			Writing	I can write a shopping dialogue.	11	A2
			Reading	I can understand a dialogue at a clothes shop. I can understand shopping phrases.	02, 03, 10 07	A2, A2, A2 A2
			Listening	I can understand a dialogue at a clothes shop.	02, 03, 06	A2, A2, A2
12	Telephone talk	2	Speaking	I can spell my name and address. I can act out a specific phone call situation with a partner.	03 05	A2-B1 A2-B1
			Writing	I can take down messages.	07	A2-B1
			Reading	I can read useful phrases for a telephone conversation.	02	A2
			Listening	I can understand a business call.	02, 03, 07	A2-B1, A2-B1, A2-B1
13	Pep-up your writing style!	2	Speaking	I can match business correspondence phrases with the different functions. I can describe the different parts of a business letter. I can say dates in BE and AE.	04 06 08	A2-B1 A2-B1 A2-B1
			Writing	I can write business letters.	04, 05, 06, 07, 09	A2-B1, A2-B1, A2-B1 A2-B1, A2-B1
			Reading	I can understand a text about business communication. I can understand a business letter.	03 06	A2-B1 A2-B1
14	The customer's always right	3	Speaking	I can describe different situations with customers. I can talk about online shopping.	10, 11, 12, 13	A2-B1, A2-B1, A2-B1 A2-B1
			Writing	I can write reviews about products.	10	A2-B1
			Reading	I can read and understand a text about consumers' powers on the internet.	04, 06, 07	A2-B1, A2-B1, A2-B1
			Listening	I can listen to and understand what difficult customers are saying.	08	A2-B1
15	What department is that?	1	Speaking	I can present my shop and my colleagues. I can describe what my shop looks like to my classmate.	11, 12, 13	A2-B1, A2-B1, A2-B1 A2-B1
			Writing	I can make a word bank for the departments of my shop.	03	A2
			Reading	I can read and understand short dialogues and allocate them to specific departments. I can identify different departments.	05, 08	A2-B1, A2, A2-B1
			Listening	I can listen to and understand people talking about shop departments, their duties and the goods.	06, 07, 09	A2, A2-B1

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16	Yes, we have that ...	1	Speaking	I can describe goods in English. I can sell goods.	11	A2-B1
			Writing	I can make a list of fruits and vegetables. I can make a list of the goods I sell in my shop. I can match goods with shops.	02 04 05, 06	A2 A2-B1 A2, A2
			Reading	I can read a shopping dialogue	04, 06, 08	A2-B1, A2, A2-B1
			Listening	I can listen to and understand customers in a department store. I can listen to and understand customers in a DIY store.	03 08	A2 A2-B1
17	Touch it ... Feel it ... See what it's made of	1	Speaking	I can talk about what goods are made of.	01, 02, 04	A2
			Writing	I can write about what goods are made of.	05, 07	A2-B1, A2-B1
			Reading	I can read about patterns and designs and apply the words.	09	A2-B1
			Listening	I can understand a dialogue about what goods are made of.	03	A2
18	A day at the mall	1	Speaking	I can talk about a shopping mall. I can help customers in a shopping mall.	10 12	A2-B1 A2
			Writing	I can write down advantages and disadvantages of a shopping mall.	05	A2-B1
			Reading	I can read definitions about things you can find in a mall.	04	A2
			Listening	I can listen to and understand a presenter at a fashion show.	06, 07	A2-B1, A2-B1
19	Are you safe and sound at work?	2	Speaking	I can talk about how to avoid accidents at work. I can report about how to take better care of the environment.	01 14	A2 B1
			Writing	I can write down an action plan for a slippery store entrance. I can prepare a poster for health and safety regulations at my shop. I can write a dialogue about a serious accident.	04 10 11	A2-B1 B1 A2-B1
			Reading	I can understand a text about an accident. I can understand a text about a slippery store entrance. I can read und understand a checklist about safety measures.	01 03 07	A2 A2-B1 A2-B1
			Listening	I can understand a health and safety inspector talking about safety risks.	05, A6	A2-B1, A2-B1

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20	Don't mess with our world! It's the only one we have!	3	Speaking	I can have a simple discussion about Fair Trade. I can discuss what my shop can do to make our world a better place.	10 11	B1 A2-B1
			Writing	I can write down ways to implement the three Rs (reduce, recycle, reuse).	03 08	A2 A2
			Reading	I can read and understand statements about the environment. I can read and understand a newspaper article about food waste in France. I can read and understand short stories about homeless youths. I can read and understand the ten principles of Fair Trade.	02 04 06 07	A2-B1 A2-B1 A2-B1 A2-B1
			Listening	I can listen and understand a report about living wage.	09	B1
21	Planning a trip	3	Speaking	I can describe what I should do before I can go abroad. I can discuss plans for a trip with my partner. I can define a Visa and present what my company would have to do to conduct business abroad. I can present research about things to do in New York. I can present research about which hotel to stay at and act out a similar scenario. I can present a trip that I planned.	12, 14 12,13,15, 14 13,19 15-16 17,18 13,15,19	A2-B1 A2-B1 A2-B1 A2-B1 A2-B1 A2-B1 A2-B
			Writing	I can write a presentation about the trip of my dreams. I can write a presentation about ESTA and traveling to the US. I can write a presentation for a trade show.	13 14 19	A2-B1 A2-B1 A2-B1
			Reading	I can put the steps of preparing for a business trip in the correct order. I can read about different hotels and choose which one I would like to stay at. I can use vocabulary words to complete a text about travel arrangements. I can do research for organising a trip.	03 06 09 13	A2 A2-B1 A2 A2-B1
			Listening	I can understand people discussing the pros and cons of different hotels. I can understand a conversation about choosing a flight. I can understand telephone conversations about making travel plans. I can understand people discussing plans for a business trip.	06 08 09 11	A2-B1 A2-B1 A2-B1 A2-B1
22	Getting around	3	Speaking	I can discuss what to do when something goes wrong. I can practice checking in to my flight with a partner. I can talk about the subway system in NYC and find a route. I can discuss what to do on a night out. I can complain about a problem. I can make a presentation about something to do in each of NYC's five boroughs and how to get to each activity.	08 09 10 11 12 13	A2-B1 A2-B1 A2-B1 A2-B1 A2-B1 A2-B1

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			Writing	I can write a skit about a problem at a hotel. I can create a presentation about all five boroughs in NYC.	12 13	A2-B1
			Reading	I can understand a text about finding my way through the airport. I can understand a text about traveling to the USA. I can read a foreign map and use it to find my way around. I can read the MTA website to find the best route.	01 02 05 10-11	A2 A2-B1 A2 A2-B1
			Listening	I can understand people discussing the pros and cons of different hotels. I can understand people checking in and out of a hotel. I can understand people complaining about their hotel room.	06 07 08	A2 A2 A2-B1
23	Meeting and greeting	3	Speaking	I can ask polite questions in a conversation. I can give instructions to people to get into position for a photographer. I can end a conversation politely.	03, 05 08 10	A2-B1, A2-B1 A2 A2-B1
			Writing	I can turn impolite phrases into polite ones.	07	A2-B1
			Reading	I can understand a text about polite greeting at work.	01, 07	A2-B1, A2-B1
			Listening	I can understand greeting dialogues and small talk conversations at work.	01, 02, 04	A2-B1, A2-B1, A2
24	Eating out	2	Speaking	I can order meals at a restaurant and ask for the bill. I can complain about the food at a restaurant.	04 05	A2 A2
			Writing	I can write an email about eating out in Austria. I can write a skit about a business meeting in a restaurant.	06 09	A2-B1 A2-B1
			Reading	I can read an email from a friend about cultural differences at a restaurant. I can read a text about American food. I can read a menu. I can understand phrases for complaining and asking for information.	01 02 04-06 11	A2-B1 A2 A2-B1
			Listening	I can understand conversations at the restaurant.	04, 05, 06	A2-B1
25	Getting help	3	Speaking	I can describe my symptoms to a doctor. I can make a police report. I can ask for and give directions.	01 04 07	A2-B1 A1-A2
			Writing	I can write about unpleasant things that may happen to a traveller. I can write a skit about helping someone. I can write a pamphlet with advice for travellers. I can compare differences between what I would do in an emergency at home and in the USA and write a step-by-step plan about what to do in case of an accident.	07 09 10 12, 13	A2-B1 A2-B1 A2-B1 A2-B1

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			Reading	I can understand a text about what to do in case of an emergency. I can understand a text about what to do in case of a theft.	02 06	A2-B1 A2-B1
			Listening	I can understand the story of a person who gets sick abroad.	03	A2-B1
26	Working abroad	3	Speaking	I can give reasons for working abroad.	03	A2
			Writing	I can answer questions about an advertisement.	08	A2-B1
			Reading	I can understand a text about work placement in London. I can understand statements about the benefits of spending time abroad. I can understand a metalworking company's advertisement.	02 04 05	A2 A2-B1 A2-B1
			Listening	I can understand a story about a work placement abroad. I can understand a description of London's landmarks.	01, 07 05	A2, A2-B1 A2-B1
27	Applying for a job	3	Speaking	I can describe the process of applying for a job.	01	A2-B1
			Writing	I can write a CV and a letter of application.	05, 11, 12	A2-B1, A2-B1, A2-B1
			Reading	I can understand an interview between an apprentice and his job coach.	02, 05, 12	A2-B1, A2-B1, A2-B1
			Listening	I can understand an interview between an apprentice and his job coach.	01, 12	A2-B1, A2-B1
28	Talking your way into the job	3	Speaking	I can talk about how to prepare for a job interview. I can respond to the most common questions asked in a job interview.	01, 05, 08,11	A2-B1, A2-B1, A2-B1 A2-B1, A2-B1
			Writing	I can write my own answers to the most common questions asked in job interviews. I can write down my own questions for the interviewer.	10 11	A2-B1 A2-B1
			Reading	I can understand a text about how to prepare for a job interview.	05	A2-B1
			Listening	I can understand an interview between an apprentice and his job coach. I can understand the most common questions asked in job interviews.	02, 03 07	A2-B1, A2-B1 A2-B1