



## Preparing My Traineeship Abroad

Jahrgangsstufe	9
Fach	Übungsunternehmen
Übergreifende Bildungs- und Erziehungsziele	Alltagskompetenz und Lebensökonomie Medienbildung
Zeitraumen	6 Wochenstunden
Benötigtes Material	(Online)Wörterbuch

### Kompetenzerwartungen

Die Schülerinnen und Schüler

- erkunden die Organisationsstruktur und die wesentlichen Arbeits- und Geschäftsprozesse ihres Unternehmens. Sie differenzieren Zuständigkeiten, erkunden ihren eigenen Entscheidungsspielraum und nehmen ihre Verantwortung für die von ihnen auszuführenden Tätigkeiten wahr.
- informieren sich über die Anforderungen an ihr Aufgabengebiet und zeigen Bereitschaft und Flexibilität, die komplexen Herausforderungen engagiert und verantwortungsbewusst zu bewältigen



### Aufgabe

#### Situation:

You and your best friend have applied for a traineeship abroad. The project is supported by the European Union, and both of your applications have been accepted by the company “Get In”, an Irish wholesaler from Dublin. Unsure as to whether your knowledge of English is good enough, you have written a letter to the company asking for information about your tasks. Attached to the following email, you will find a detailed report by Elvira Klawitter, a former trainee, together with several suggestions on how to use her notes to prepare for your stay.

#### Outcome:

- Vocabulary list with words assigned to one of the two main fields PURCHASE and SALES
- Document flow chart between supplier and customer
- Description of the purchase/sales process



## Material A: Email from the company “Get In”

**Von:** info@getin.ie

**An:** deinvorname.nachname@gmail.com

**Gesendet:** 13. Oktober 20xx

**Betreff:** Re: Information about traineeship

**Anhang:** Elvira-Klawitter.docx

Dear [Vorname Schüler/in]

Thank you for your email and your interest in our company.

To help you get your traineeship with “*Get In*” off to a good start, we are happy to provide you with some extra information from our training department.

Please find attached a detailed report from our former trainee Elvira Klawitter, who did very well at “*Get In*”.

We would recommend several approaches to using Elvira’s notes as preparation for your traineeship:

1. Compile an overview of the tasks you are likely to come across during your stay. As a second step assign your words and structures to one of the two main fields PURCHASE and SALES.
2. During your first week at our company we would like you to give a short talk about the PURCHASE and SALES process using presentation software or a poster. It might be helpful to ...
  - a. ... put the PURCHASE and SALES procedures into a chronological sequence for each area.
  - b. ... describe the document flow between the customer and the supplier using a flow chart.

Your teacher will surely give you a hand if you get stuck somewhere.

We are looking forward to welcoming you and your friend to our team in Dublin. Have a good time at “*Get In*”.

Yours sincerely  
Get In Wholesaling Inc.

Susan Miller



## Material B: Detailed notes of the former trainee Elvira Klawitter

### 1<sup>st</sup> week

#### Wednesday

9:45 a.m.

I am back in my office punctually after the break. I hang my jacket on a wardrobe hook and go to my desk where a notebook and writing utensils are provided for me.

9:50 a.m.

Ready to do my job I go see my supervisor and get a stack of mail. I sort the letters according to their time priority which means everything that needs to be done urgently is on top while things that are not so urgent go to the bottom. Then I start processing the stack.

10:20 a.m.

There is a specific enquiry about one of our articles from *ATU Ltd* in Manchester. I draft a suitable offer, show it to my supervisor. After he says it's ok and signs it, I put it in the out-tray.

10:50 a.m.

The *HABA GmbH* from Coburg in Germany has ordered various products from us. I enter the order in the electronic ordering system and check if we have the goods in stock. An order confirmation is issued and sent by email automatically. Then I create a corresponding delivery note and the associated receipt and hand it over to the warehouse department, which organizes the shipment.

11:20 a.m.

I carefully check the account statements I have received from the bank against a list of open item debtors (= customers who have not paid their bills). In this way, I find out which customers have paid their invoices. My next job is to record the incoming payments via our financial accounting system which takes them off the list of open item debtors.

11:50 a.m.

Lunch break ☺

#### Thursday

8:10 a.m.

I get to my office on time. I hang my jacket on a wardrobe hook and go to my desk where a notebook and writing utensils are provided for me.

8:15 a.m.

I start to work through the pile that I sorted yesterday. I do the job according to the time priority and I work independently. I check the list of open item debtors again and find out that the customer *Goldmine Ltd* from Cork still has not paid the bill (although we have already posted a friendly reminder) - so my task is to write the first official reminder. I show it to my supervisor, then put it in the out-tray and put a copy into the customer file.

8:50 a.m.

Based on the received and signed receipt (= confirmation of receipt of the goods by our customer) from *CheerUp Ltd* in Liverpool, I create the corresponding invoice and record it in our financial accounting system. I hand the original invoice over to my supervisor and when he says it's ok, I put it in the out-tray. Afterwards, I place the copy of the invoice and the signed receipt in the customer file.

9:30 a.m.

Break ☺



### Friday

**9:45 a.m.**

I am back in my office punctually after the break. I hang my jacket on a wardrobe hook and go to my desk where a notebook and writing utensils are provided for me.

**9:50 a.m.**

In a good mood, I go to see my supervisor for more work and get a stack of mail again. As before, I sort the letters according to their time priority.

**10:20 a.m.**

As my supervisor has mentioned, the most pressing task is to order five new office chairs. I am asked to find suitable suppliers. My selection comprises *Böckler-Line GmbH* in Fürth, *Bel Mondo Ltd* in London and *fit by sit Ltd* in Galway. My next task is to write enquiries to them, asking for the prices, the terms of delivery and payment and for a special discount. I hand the enquiries over to my supervisor and place the copies neatly in the supplier files.

**11:00 a.m.**

We want to buy 20 packets of coffee for our canteen and have sent enquiries to two companies. *Fair Trade Ltd* in Waterford and *Coffee and More Ltd* in Dublin have submitted offers so far. After having compared the offers (price and quality comparison), I order from *Coffee and More Ltd* in Dublin by email.

**11:30 a.m.**

I take the bank statements from the pile and record the incoming payments (from our customers) and our outgoing payments (for expenses, such as office supplies, rent and electricity payments, the salaries of our employees, etc.)

**11:50 a.m.**

Lunch break ☺

### 2<sup>nd</sup> week

#### Monday

**8:10 a.m.**

I get to my office on time. I hang my jacket on a wardrobe hook and go to my desk where a notebook and writing utensils are provided for me.

**8:15 a.m.**

I get a stack of mail from my supervisor and I sort the mails according to their time priority.

**8:30 a.m.**

We have received a payment reminder from *Navigation Ltd*. We bought a new navigation system for our company car there and had it installed right away. It seems that the invoice has been lost somehow. I immediately make the transfer from our bank account and write a letter of apology to *Navigation Ltd*. I hand over the original to my supervisor. The copy and a printout of the transfer are placed in the supplier file.

**9:05 a.m.**

I record the delivery of office material by *Clips Ltd* in Ongar. That means that I check whether the consignment corresponds to our order, then I put the delivery note into the supplier file, sign the receipt which was sent with the delivery note and place it in the out-tray. After that I sort the goods into the cabinet with other office materials.

**9:40 a.m.**

We have received an invoice for the coffee machine, sent recently by *EHK Ltd* in Belfast. I check if everything is correct and recalculate it. Then I record the incoming invoice into our financial accounting system. Finally, I make a transfer from our bank account, noting that we can take advantage of the offered cash discount.

**10:15 a.m.**

Break ☺

## Erwartungshorizont

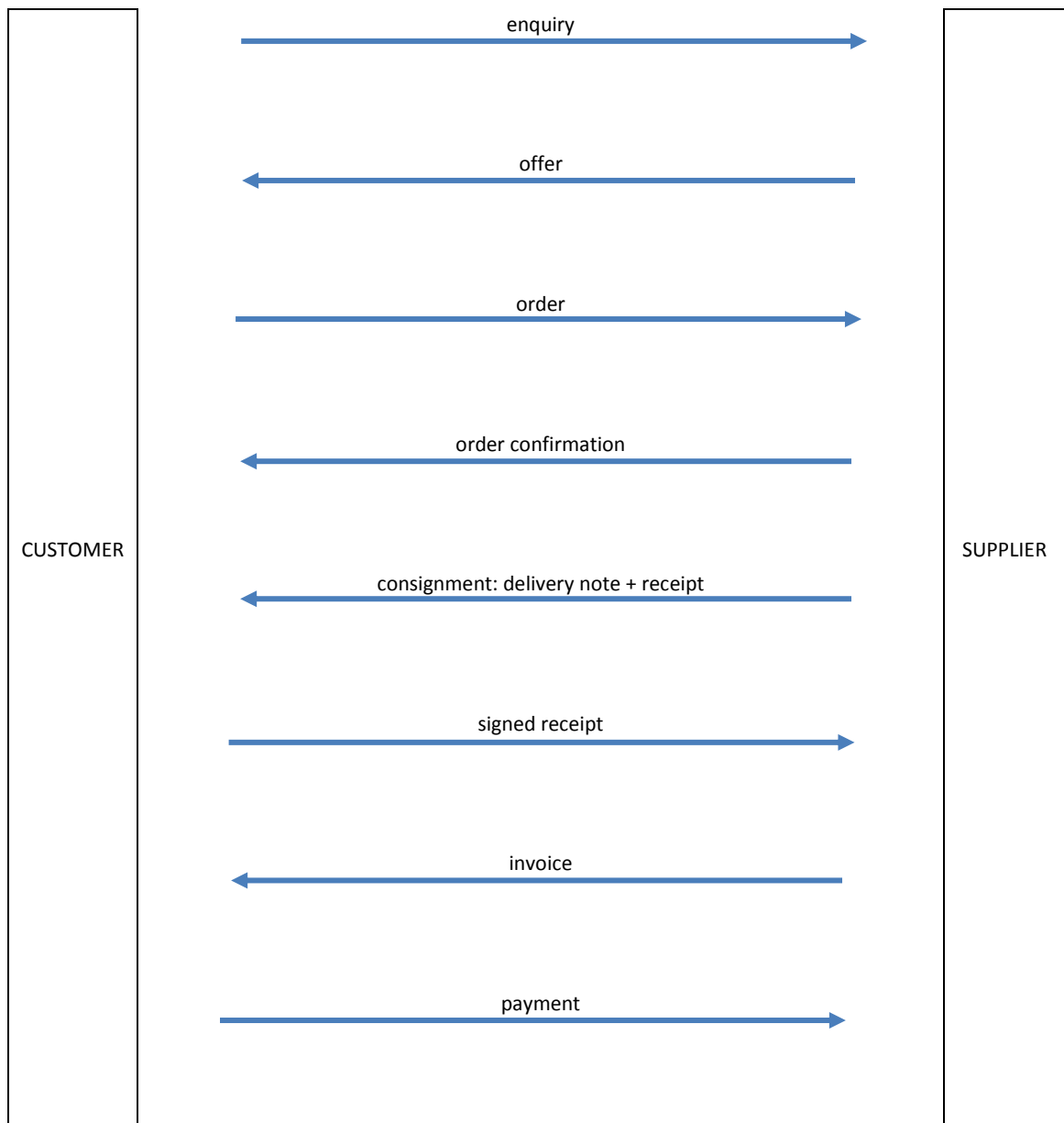
<b>Purchase</b>	
find suppliers	1
write enquiries	2
keep supplier files (general tasks)	14
compare offers	3
order	4
record outgoing payments	12
make transfers from bank account	11
write letter of apology	13
record the delivery of ordered goods	7
check if the consignment corresponds to our order	5
sign the receipt	6
check the invoice	8
recalculate the invoice	9
record the invoice	10

<b>Purchase (correct order)</b>	
find suppliers	1
write enquiries	2
compare offers	3
order	4
check if the consignment corresponds to our order	5
sign the receipt	6
record the delivery of ordered goods	7
check the invoice	8
recalculate the invoice	9
record the invoice	10
make transfers from bank account	11
book outgoing payments	12
write letter of apology	13
keep supplier files (general tasks)	14

<b>Sales</b>	
draft/write an offer	1
check the warehouse stock	2
enter the order into the electronic ordering system	3
issue an order confirmation	4
create a delivery note + receipt	5
check the list of open debtors	9
record incoming payments	10
write official payment reminder	11
record signed receipts in the electronic ordering system	6
I create the corresponding invoice	7
book the invoice	8
keep customers files (general tasks)	12

<b>Sales (correct order)</b>	
draft/write an offer	1
check the warehouse stock	2
enter the order into the electronic ordering system	3
issue an order confirmation	4
create a delivery note + receipt	5
record signed receipts in the electronic ordering system	6
I create the corresponding invoice	7
record the invoice	8
check the list of open debtors	9
record incoming payments	10
write official payment reminder	11
keep customers files (general tasks)	12

## Document Flow



## List of Important Vocabulary

English	German
account statement	Kontoauszug
record, to ~	Buch, buchen
cash discount	Skonto
consignment	Lieferung, Fracht, Sendung
customer	Kunde
debtor	Debitor (Schuldner)
delivery note	Lieferschein
department	Abteilung
discount	Nachlass
draft, to ~	Entwurf, entwerfen
duty	Pflicht
employee	Angestellte/-r
enquiry	Anfrage
file	Akte
financial accounting system	Buchhaltungssoftware
fund, to ~	Fonds, Geldmittel, Kapital; finanzieren
inbox, in tray	Posteingangskorb
invoice	Rechnung
issue, to ~	Thema; ausstellen, generieren
letter of apology	Entschuldigungsschreiben
offer	Angebot
in stock	auf Lager
order	Bestellung
order confirmation	Auftragsbestätigung
outbox, out tray	Postausgangskorb
payment reminder	Zahlungserinnerung
purchase	Einkauf
receipt	Quittung; <i>hier</i> : Empfangsschein
salary/-ies	Gehalt
sales	Verkauf
sign, to ~	Zeichen, unterschreiben
stack	Stapel
supplier	Lieferant
support, to ~	Unterstützung, unterstützen
task	Aufgabe
terms of delivery and payment	Lieferungs- und Zahlungsbedingungen
warehouse (department)	Lager (Abteilung)





## Quellen- und Literaturangaben

Material A	
Titel:	Email from the company "Get In"
Autor:	ISB
Erscheinungsjahr:	2019
Art:	Lernaufgabe
Copyright	ISB

Material B	
Titel:	Detailed notes of the former trainee Elvira Klawitter
Autor:	ISB
Erscheinungsjahr:	2019
Art:	Lernaufgabe
Copyright	ISB

## Hinweise zum Unterricht

Phase	Inhalt/Handlung/mögliche Handlungsprodukte	Sozialform/ Methode	Material	Bemerkung
<b>Stunde 1-2:</b> Orientieren und Informieren	L erläutert die Situation, SuS erhalten die Materialien M1 und M2. Klären des Handlungsauftrags: <ul style="list-style-type: none"> <li>➤ Inhalt des Schreibens der Firma</li> <li>➤ Was ist zu tun?</li> </ul>	UG	Material A: E-Mail des Unternehmens  Material B: Aufzeichnungen von Elvira Klawitter	
	SuS entnehmen den Aufzeichnungen der ehemaligen Praktikantin die wichtigen Formulierungen und klären Unsicherheiten, z. B: <ul style="list-style-type: none"> <li>➤ unstrukturierte Aufgaben-/Vokabelliste</li> <li>➤ Stichpunkte auf Karteikarten</li> </ul>	Einzel-/ Partnerarbeit; z.B. Onlinewörterbuch SuS lernen „phrases“ für Einkauf/ Verkauf kennen		Die Auseinandersetzung mit M2 kann durchaus auch mehr Zeit in Anspruch nehmen. Sinnvoll und wichtig, hier werden Grundlagen gelegt.
<b>Stunde 3-4:</b> Planen / Durchführen	SuS planen ihr weiteres Vorgehen, Clustern der gefundenen Begriffe/Tätigkeiten.	Plenum		
	SuS ordnen die Tätigkeiten und Belege den Bereichen Einkauf und Verkauf zu, bringen sie in die richtige Reihenfolge und erstellen eine Präsentation.	Gruppenarbeit		
<b>Stunde 5-6:</b> Präsentieren / Bewerten / Reflektieren I und II	Vorstellen der Präsentationen	Plenum		
	Bewertung der Präsentationen	z.B. Punktabfrage		L entwirft Bewertungsblatt für die SuS.
	SuS überarbeiten ihre Präsentation (was wäre zu verbessern), ggf. Vergleich mit einem Original-Workflow-Chart.	Plenum		
	SuS reflektieren ihre Arbeitsweise und ihre Erfahrungen mit der bilingualen Unterrichtseinheit.	Einzelarbeit Plenum		