PolyPhrase LANGUAGES

Learn German A2 – Work and Office Vocabulary

52 words

#	WORD	MEANING	EXAMPLE SENTENCE (WORD BY WORD)
At the Office			
1	**das Büro**	the office	**Mein Büro ist im dritten Stock** my office is on the third floor *My office is on the third floor.*
2	**die Besprechung**	the meeting	**Die Besprechung beginnt um neun Uhr** the meeting starts at nine o'clock *The meeting starts at nine o'clock.*
3	**der Kollege**	the colleague	**Mein Kollege hilft mir beim Projekt** my colleague helps me with the project *My colleague is helping me with the project.*
4	**der Chef**	the boss	**Der Chef ist diese Woche im Urlaub** the boss is this week on vacation *The boss is on vacation this week.*
5	**der Computer**	the computer	**Der Computer ist heute sehr langsam** the computer is today very slow *The computer is very slow today.*
6	**der Drucker**	the printer	**Der Drucker funktioniert nicht** the printer works not *The printer isn't working.*
7	**die E-Mail**	the email	**Ich schreibe etwa zwanzig E-Mails pro Tag** I write about twenty emails per day *I write about twenty emails a day.*
8	**der Termin**	the appointment	**Ich habe um fünfzehn Uhr einen Termin** I have at fifteen o'clock an appointment *I have an appointment at three in the afternoon.*
9	**anrufen**	to call	**Ich werde den Kunden morgen früh anrufen** I will the client tomorrow morning call *I'm going to call the client tomorrow morning.*
10	**schicken**	to send	**Ich muss die Datei bis Mittag schicken** I must the file by noon send *I have to send the file by noon.*
11	**das Passwort**	the password	**Ich habe mein Passwort schon wieder vergessen** I have my password already again forgotten *I forgot my password again.*
12	**die Kaffeemaschine**	the coffee machine	**Die Kaffeemaschine steht in der Küche** the coffee machine stands in the kitchen *The coffee machine is in the kitchen.*
Looking for a Job			
13	**die Stelle**	the job	**Ich suche eine neue Stelle** I look for a new job *I'm looking for a new job.*
14	**die Stellenanzeige**	the job ad	**Ich habe die Stellenanzeige im Internet gelesen** I have the job ad on the internet read *I read the job ad online.*

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15	**der Lebenslauf**	the CV	**Schicken Sie uns Ihren Lebenslauf bis Freitag** send you us your CV by Friday *Send us your CV by Friday.*
16	**das Vorstellungsgespräch**	the interview	**Das Vorstellungsgespräch hat eine Stunde gedauert** the interview has one hour lasted *The interview lasted an hour.*
17	**das Gehalt**	the salary	**Das Gehalt ist besser als bei meiner alten Stelle** the salary is better than at my old job *The salary is better than at my old job.*
18	**der Vertrag**	the contract	**Ich unterschreibe morgen den Vertrag** I sign tomorrow the contract *I'm signing the contract tomorrow.*
19	**die Firma**	the company	**Die Firma hat zweihundert Mitarbeiter** the company has two hundred employees *The company has two hundred employees.*
20	**die Erfahrung**	experience	**Die Erfahrung ist wichtiger als das Diplom** the experience is more important than the degree *Experience is more important than the degree.*
21	**die Position**	the position	**Diese Position ist perfekt für dich** this position is perfect for you *This position is perfect for you.*
22	**bewerben**	to apply	**Ich möchte mich für diese Stelle bewerben** I would like myself for this job apply *I want to apply for this job.*
23	**einstellen**	to hire	**Sie wollen drei neue Leute einstellen** they want three new people hire *They're going to hire three new people.*
24	**die Bewerbung**	the application	**Meine Bewerbung ist schon unterwegs** my application is already on its way *My application is already on its way.*

Daily Tasks

#	WORD	MEANING	EXAMPLE SENTENCE (WORD BY WORD)
25	**das Projekt**	the project	**Das Projekt muss bis Freitag fertig sein** the project must by Friday ready be *The project has to be ready by Friday.*
26	**der Bericht**	the report	**Ich schreibe gerade den Bericht für März** I write right now the report for March *I'm writing the report for March.*
27	**die Frist**	the deadline	**Die Frist ist nächsten Montag** the deadline is next Monday *The deadline is next Monday.*
28	**die Aufgabe**	the task	**Ich habe heute viele Aufgaben** I have today many tasks *I have a lot of tasks today.*

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29	**beenden**	to finish	**Ich muss das vor heute Abend beenden** I must this before today evening finish *I have to finish this before tonight.*
30	**die Pause**	the break	**Wir machen eine kurze Pause** we make a short break *Let's take a short break.*
31	**die Überstunden**	overtime	**Ich mache oft Überstunden** I do often overtime *I often work overtime.*
32	**organisieren**	to organize	**Ich werde ein Treffen mit dem Team organisieren** I will a meeting with the team organize *I'm going to organize a meeting with the team.*
33	**das Dokument**	the document	**Das Dokument liegt auf deinem Schreibtisch** the document lies on your desk *The document is on your desk.*
34	**drucken**	to print	**Ich muss zehn Kopien drucken** I must ten copies print *I have to print ten copies.*
35	**antworten**	to answer	**Ich werde heute Nachmittag auf seine E-Mail antworten** I will today afternoon to his email answer *I'm going to answer his email this afternoon.*
36	**die Präsentation**	the presentation	**Die Präsentation ist sehr gut gelaufen** the presentation has very well gone *The presentation went very well.*

Work Life and Career

37	**das Team**	the team	**Das Team arbeitet sehr gut zusammen** the team works very well together *The team works very well together.*
38	**der Kunde**	the customer	**Der Kunde wartet im Besprechungsraum** the customer waits in the meeting room *The customer is waiting in the meeting room.*
39	**die Beförderung**	the promotion	**Sie hat letzten Monat eine Beförderung bekommen** she has last month a promotion gotten *She got a promotion last month.*
40	**Vollzeit**	full time	**Ich arbeite Vollzeit in einer Bank** I work full time in a bank *I work full time at a bank.*
41	**Teilzeit**	part time	**Meine Schwester arbeitet Teilzeit** my sister works part time *My sister works part time.*
42	**der Urlaub**	time off	**Ich nehme im August Urlaub** I take in August time off *I'm taking my time off in August.*

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#	WORD	MEANING	EXAMPLE SENTENCE (WORD BY WORD)
43	**krank**	sick	**Mein Kollege ist heute krank** my colleague is today sick *My colleague is sick today.*
44	**kündigen**	to quit	**Er will am Ende des Jahres kündigen** he wants at the end of the year quit *He wants to quit at the end of the year.*
45	**die Schulung**	the training	**Die Schulung dauert drei Tage** the training lasts three days *The training lasts three days.*
46	**das Homeoffice**	working from home	**Am Freitag arbeite ich im Homeoffice** on Friday work I in the home office *I work from home on Fridays.*
47	**das Ziel**	the goal	**Das Ziel ist dieses Jahr mehr zu verkaufen** the goal is this year more to sell *The goal is to sell more this year.*
48	**die Gehaltserhöhung**	the pay raise	**Die Gehaltserhöhung beginnt im Januar** the raise starts in January *The raise starts in January.*
49	**die Arbeitszeit**	the working hours	**Meine Arbeitszeiten sind sehr flexibel** my working hours are very flexible *My working hours are very flexible.*
50	**die Rente**	retirement	**Mein Vater geht nächstes Jahr in Rente** my father goes next year into retirement *My father is retiring next year.*
51	**die Karriere**	the career	**Sie hat eine tolle Karriere bei der Bank gemacht** she has a great career at the bank made *She had a great career at the bank.*
52	**verdienen**	to earn	**Er möchte mehr Geld verdienen** he would like more money earn *He wants to earn more money.*