

Inhaltsverzeichnis / Table of contents

Vorwort der Herausgeberinnen	5
Grußwort	
von Lutz Freitag, Präsident des GdW Bundesverband deutscher Immobilienunternehmen e. V. und Burkhard Schneider, Präsident des Verbandes der Wohnungswirtschaft Rheinland-Westfalen e. V.	6
Anmerkungen zum Umgang mit FOCUSsing ON REAL ESTATE – Englisch für die Immobilienwirtschaft.....	9
Erklärung der Symbole	11

Unit 1:	Working in real estate, housing and the property market – Getting to know the business	13
	Living in Germany – Partner Interview.....	14
	Manners that sell	15
	Another day at the office - General and statistical information about the German housing market	18
	Talking about the real estate industry and about your job	23
	Introducing your company – “Gut und sicher wohnen” in Bochum at GW BO	27
	Planning a business trip to Lithuania	33
	CECODHAS The European Liaison Committee for Social Housing.....	44
	Vokabeln	45
	Evaluationsbogen.....	48
Unit 2:	Describing properties.....	49
	Talking about various types of properties – Terms and definitions.....	50
	Listening Comprehension Floating City.....	57
	Describing and analysing diagrams and statistics	60
	Describing commercial properties	63
	Another day at the office:	66
	Projekt 1: Allgemeine Präsentation mit anschließender Stadtführung der Stadt Bochum.....	67
	Projekt 2: Beschreibung der Gewerbezeile in Bochum-Riemke.....	67
	Projekt 3: Beschreibung der Wohnanlage Bochum-Dahlhausen	68
	Describing residential properties.....	70
	Types of homes	75
	Talking about safety	79
	The stigma enigma.....	81
	The ideal flat?.....	83
	WEB UNIT: Buying property in the country	86
	Vokabeln	92
	Evaluationsbogen	96
Unit 3:	Dealing with customers.....	97
	Dealing with people in your business.....	98
	Means of communication – Communication in a modern office.....	100
	Dealing with tenants	106
	Dealing with difficult tenants.....	109
	Oral communication.....	112

FOCUSING ON REAL ESTATE

Englisch für die
Immobilienwirtschaft

Written communication	119
Writing an enquiry: sample phrases	123
Talking about legal documents	125
Cross-cultural communication.....	127
Tenant satisfaction survey	129
Vokabeln	132
Evaluationsbogen	134

Unit 4:

Aspects of letting	135
Landlords and tenants – rights and obligations.....	136
Managing your rental property.....	140
Periods of letting – How to be an effective landlord.....	143
Explaining the rent.....	148
Utility costs	150
Letting and presenting a flat	155
Tenants move in and move out condition checklist	161
Energy costs	165
Enquiry for digital thermostats	167
Waste separation	169
Talking about eviction	172
Move-out procedures.....	176
Talking about vacancies.....	178
Talking about insurances.....	179
Commercial lettings.....	182
WEB UNIT: Sustainable waste management in a closed loop materials economy.....	187
Vokabeln	192
Evaluationsbogen	194

Unit 5:

Talking about construction	195
The construction process	196
Jobs and trades in construction	200
Stages in construction.....	202
Construction and DIY	203
Pre-reading activity	206
Planung und Errichtung einer Anlage Integriertes Wohnen	210
Solar Energy	212
Energy efficiency and sustainability: Solar energy and the concept of passive houses	214
Listening activity: Roof gardens.....	216
Choosing the right site.....	217
What is a building permit?.....	219
Bochum Project	221
Ten principles of architecture.....	223
Construction plans	224
Adaptation of housing for disabled and senior citizens	226
Contract a building	232
Vokabeln	234
Evaluationsbogen	236
Gesamtvakelliste	
Englisch-Deutsch	237
Deutsch-Englisch	248