Unit 7 — Mediation: A Workplace Text — Teacher copy

Track G+M · Klasse 10 · Niveau G/M

Niveau G+M

1. Vocabulary

Match each item to its meaning or use it in a sentence.

Term	Your note
to announce	
to require	
to permit	
to expect	
to warn	
to advise	
to clarify	
to confirm	
to stipulate	
to reserve the right to	

2. Reading

Read the text and use it for the activities below.

Source — *German workplace policy (excerpt)*

Sehr geehrte Mitarbeiterinnen und Mitarbeiter, ab dem 1. Juli gilt eine neue Regelung zum mobilen Arbeiten. Mitarbeitende dürfen bis zu drei Tage pro Woche im Homeoffice arbeiten, sofern dies vorher mit der Führungskraft abgestimmt wurde. Die Anwesenheit an einem festen Bürotag pro Woche wird vorausgesetzt. Bei Verstößen behält sich die Geschäftsleitung Maßnahmen vor.

Mediation — modal mapping

German *dürfen* → English *may / are allowed to / can*. German *müssen* → English *must / have to*. German *sollen / sollten* → English *should*. Keep the modal nuance — *should* and *must* are not interchangeable in English.

Reporting verbs (workplace register)

to announce, to require, to permit, to expect, to warn, to advise, to clarify, to confirm, to stipulate, to reserve the right to.

3. Practise

Niveau G

1. Match German modal → English: dürfen → ?, müssen → ?, sollten → ?
2. Choose: *announce / warn / clarify / require* — Management _____ a new rule. The company _____ that breaches will be addressed.

Niveau M

3. Build a 6-sentence English mediation of the source above.

4. Your turn

Mediation, 7 sentences. Read the German source above. Write 7 English sentences for a colleague abroad. Keep modal nuance + use 4 reporting verbs.

Sample

Hi Jordan, here's the gist of the new policy. The company has announced a new home-office rule starting 1 July. Employees may work from home up to three days a week, provided that this is agreed in advance with their line manager. Attendance at one fixed office day per week is required. Management warns that breaches may result in measures, though the policy doesn't say what those are. The tone is cautious — they confirm that the rule is conditional on prior approval. In short: hybrid is allowed, but not automatic.

5. Further reading / listening

- Goethe-Institut — Sprachmittlungs-Beispielaufgaben.
- Cambridge Business English — accessible policy-text samples.

6. Teacher answer key

G. 1. may / must / should.

2. announces / warns.

M. 3. Open.