

Szakmai segédanyag

az

Ipari gépész szakma

idegen nyelvi tananyagainak oktatásához

angol nyelv

B1 szint

Készítette: Serdültné Molnár Ildikó

Nyíregyházi SZC Inczedy György Szakképző Iskola és Kollégium

Reading - You have found this post on the internet. Read the text and do the tasks below.

Industrial mechanic tool list

Hello, ladies and gentlemen. I work for a door company as our lead mechanic. Here we manufacture solid wood core interior and exterior doors. ... We are now in the process of hiring two mechanics with preferred electrical backgrounds for our soon to be second shift. As a lead, I am being asked to sit in on interviews... One guy we did end up hiring, he would have worked out I believe, but he ended up quitting due to family issues. One thing I noticed about this fellow, is that he provided himself with hardly any tools at all, even after we suggested nicely to bring some in. His second week he brought his bag in, which consisted of a 12" adjustable wrench, a multi screwdriver, and a claw hammer, and a few loose Allen wrenches. I didn't say anything about his tools, just figured he was waiting for the first paycheck or something...

Anyway, I am now going to be a bit more thorough in the next few interviews, and I would like to present a basic tool list. When I was in tech school for Industrial Mechanics, we had a basic tool list we needed to buy, everything else we chose to buy was optional. My employer requires we have our own tools, but I was never given a list of specifics. I brought my tools, and quite a bit at that on my second day of work btw. The employer provides big wrenches, sockets, drill bits, taps, big pullers, spare hex keys, expensive testing equipment (thermal imaging gun, vibration analysis tool) electrically insulated hand tools and PPE. I would like to come up with a standard list, I'm thinking a tech school list would work. ... The company does not provide aid in tools, although I have pushed for that. They do, however, allow you to do a payment plan through them up to \$500 total. I'm thinking the tools required could be of any brand, but ANSI certified? Is that fair do you think?

Here is my list, you guys can help me tweak it! 🙌 ...

Task A - Here are four types of tools from the writer's list. What can you see in the pictures?



1.



2.



3.



4.

Task B - Answer the questions.

1. Where does the writer work?
2. Who does the company want to employ?
3. Did the guy bring a lot of tools with him for the interview?
4. What tools did he bring to the factory later?
5. What did the writer decide to do after the interview?
6. Where did the writer study?
7. What does his employer require from the workers?
8. Why did the writer make his list of tools?
9. What do the following abbreviations stand for? btw, PPE, ANSI?

Task C - Your task will be to decide if statements (1-6) are TRUE or FALSE according to what the text says. Mark your answer with T (True) or F (False).

1. The employees manufacture metal parts at the writer's workplace.
2. The guy is still working for the company.
3. The guy had pliers in his bag.
4. Besides the basic tools, the students were allowed to buy the tools they wanted.
5. The writer was given a list of specific tools.
6. The company advises the workers on what tools to buy.

Writing - Curriculum vitae

Study this Curriculum Vitae (CV) which provides information about an industrial mechanic who is looking for a job.

Máté Kovács

Contact information **Email:** kovacs.mate7788@gmail.com
Address: 20 Fő út Nyíregyháza, 4400
Phone: +36201234567
Date of birth: 1)
Nationality: Hungarian

Objective **Talented** industrial mechanic career entrant seeking a position in a factory, **Experienced** in assembling and repairing manual and automatic processing machines, **Good** at 2), **Successful** in performing instrumental measurements, **Strong, well-organized, team player**

Qualification 2022 **Industrial mechanic**

Education 2020-2022 Machine Technology Ltd., Nyíregyháza as a dual training place
Vocationally oriented training with contract
3)
Excelled in performing technical measurements and examinations

2019-2022 Vocational Training Centre of Nyíregyháza, Inczédy György Vocational School and Dormitory, specialized in industrial mechanics
General Education, Basic Sectoral Education, Vocationally oriented training

Key Skills Performing necessary maintenance works on the machines and equipment
Installing and assembling machines on the basis of the manual
Performing cutting operations, soldering, welding, cold-working without processing, metallurgical works
4)
Working well with hand tools and power tools
Ability to do some metal fabrication
Computing: Microsoft Office, Word, Excel
Excellent communication skills, 5)

Other knowledge Category 'A' and 'B' driving licence

Language 6)

Interests Photography, Weightlifting

References 7)

Task A – *Some information has been left out from the CV. Your task is to complete the text by filling in the gaps (1-7) from the list (A-G) below.*

- A) Industrial mechanic trainee
- B) Available upon request
- C) Good knowledge of technical measurements
- D) Team building
- E) Good command of English
- F) Reading and interpreting blueprints and drawings
- G) 30 August 2005

Task B – *With the help of the above sample write your CV. You are advised to use a CV maker from the Internet.*

A covering letter

Task A - Read the following covering letter from an industrial mechanic. Some parts of the sentences have been removed. Your task is to match the numbers (1-8) with the correct letters (A-H) below.

20 Fenyő út
Nyíregyháza, 4400

15 June 2022

The Personnel Manager
Packaging Solutions Ltd.
Nyíregyháza, 4400
15 Fő út

Application for the position of Metal cutting- and CNC machinist
Ref. No IM/P-02-06

Dear Mr Brown,

The reason I am writing is that I would like to apply for the position of industrial mechanic advertised on the Internet. I am looking for a challenging job.

I am seventeen years old and I have just passed my final vocational exam with good results. At school, I gained the necessary knowledge related to **1)**, maintenance and metal machining. As you can see from my CV, I possess technical skills, such as repairing machinery parts, assembling **2)** equipment. At my dual training place, I enjoyed working with both hand **3)** I had the opportunity to take part in the competition ‘Tradesman of the Year’ where I got the second prize. The jury was the experts in the field. In the practical examination I had to **4)** The competition was an unforgettable experience for me.

I see myself as a well-organised person who usually finds time for important tasks. I am good at arranging and planning things and I can **5)**, too. I am physically strong and well-built who tries to exercise every day.

In my free time, I enjoy taking photos of places and landscapes. Photography makes me **6)** Also, I do sports regularly because I want to keep in shape, I do weightlifting.

Therefore, I believe I am a suitable candidate for this position. I would like to be a useful member of your factory and I hope **7)** my application for the job.

I have attached a copy of my CV and certificate. I am available for an interview **8)** I am waiting for your earliest possible reply.

Yours sincerely,

Máté Kovács

- A) perform welding operations
- B) and power tools
- C) you will consider
- D) machine structures and operation
- E) feel creative
- F) at your convenience
- G) meet deadlines
- H) and installing

Task B – Write your covering letter. You have seen this advertisement on the Internet and have decided to apply for this position. You can use the phrases and ideas from the covering letter above.

Industrial mechanic

Packaging Solutions Ltd.
Nyíregyháza, 4400
15 Fő út
If you:

- **are physically strong, well-organised and a team player**
- **can assemble and repair machines and equipment**
- **have a good knowledge of hand tools**
- **can perform cutting and welding operations**

then apply for this position. Send us an email at: packaging.solutions@gmail.com

Small talks

Task A - At the job interview

1. *In the following interview with Máté Kovács, an industrial mechanic, some words are missing. Your task is to choose the correct word from the list (A- L) for each gap (1-12) in the text. Write the letter of the word next to the correct number.*

A (applicant): Good Morning!

B (personnel manager): Good Morning! Please, sit down.

A: Thank you.

B: Can you introduce yourself, please?

A: Yes, I am Máté Kovács and I live with my family in Nyíregyháza. I have attended vocational school in this town. As I finished my studies in June now I am I'm looking for a position in which I can utilize my **1)** I am certain to have the necessary experience to meet the **2)** of this job.

B: Right. Why would you like to get this position?

A: Well, as I know this factory provides young **3)** with great prospects. First, here I would use the experience that I got during my **4)** training. There are several power machines that I can **5)** well. Also, the factory has a wide range of **6)** tools I can work with. I'd mention the clean and modern working environment, too. Second, I am ready to improve my skills, learning from the older, experienced workers. I would also participate in further **7)** connected with maintenance works.

B: OK. How will you help the factory?

A: I'll try to do my best. As I would like to get work experience, I will learn about the **8)** as much as I can in this factory. I can also perform well under pressure, I will be **9)** and helpful to my colleagues.

B: How would you describe yourself?

A: I would say that I am well-organized, punctual and helpful. I like doing meaningful tasks. Also, I am self-motivated to learn new things. And I have a question. Will I have to work in **10)**

B: No, you won't. We have regular working hours, from 8 am to 4 pm.

A: Nice.

B: What are your strengths?

A: I think I have excellent communication skills. I get on well with people, I'm friendly and sociable. At school, my classmates trusted me and came to me for advice. I felt free to speak to them and once I presented a **11)** in public. I also like working in a team, I'm a good team player.

B: What are your interests?

A: I have only a little free time, but my favourite hobby is photography. When I have time, I take pictures of the world around me. I try to live a healthy **12)** so I do sports regularly. My favourite sport is weightlifting. I usually work out at a local gym.

B: And a final question. When can you start work?

A: Next week.

B: Fine. Thank you. I'll call you in some days. Goodbye!

A: Thank you. Goodbye!

- A) machinery
- B) shifts
- C) manual
- D) vocational
- E) lifestyle
- F) experience
- G) training
- H) requirements
- I) punctual
- J) operate
- K) project
- L) employees

2. Role play. Now talk in pairs and act out a job interview. You can use the phrases and ideas from the interview above.

Student A: Imagine that you are applying for a job and Student B is interviewing you. You are an industrial mechanic. Answer his questions.

Student B: Imagine that you are a personnel manager and student A is applying for the job in the company you work for. Interview him.

The applicant should include the following points:

- introduction
- why he would like this position
- how he will help the company
- his strengths and skills
- working in shifts
- his interests

Task B – In the factory

1. Read the following dialogue in which an **industrial mechanic** and a **shop-foreman** are speaking about starting maintenance work in a factory. Some parts of the sentences have been left out from the text. Your task is to match the numbers (1-8) with the correct letters (A-H).

Preparing for maintenance work in a factory

A (*industrial mechanic*): Good morning! I'm Máté Szabó, the new industrial mechanic here.

B (*shop-foreman*): Good morning! Nice to meet you! I'm Péter Tóth, the shop-foreman.

A: Nice to meet you, too!

B: Here are some recent changes in our factory. We used to have external partners for 1) Starting from now, this task will be your duty.

A: I see. What 2)

B: The regular maintenance of machinery, for example, following the procedures of the manuals.

A: Do you have the Equipment Maintenance Plan?

B: Yes, certainly. Our project manager will share it with you.

A: Thank you.

B: We are planning how the maintenance process will be done in the factory.

A: Are there any tools 3) or ready to be used?

B: No, there aren't. What do you think we will need? Could you give me some examples?

A: I think I will need two or three handtool sets. I would like to use e.g. double-head wrenches, torque wrenches, screwdrivers, combination spanners, circlip pliers for external/ internal rings, bearing pullers, grip pliers, 4) In addition, it would be necessary to 5), e. g. a caliper and a measuring tape.

B: Right, it won't be a problem.

A: OK. Also, **6)**, for example, an impact wrench, an electric drill, a cordless electric angle grinder and a soldering station.

B: Right, we'll make an order for these.

A: In case of breakdown, will we have to order all the parts or is it possible **7)** ones?

B: We don't want to order every part. You can use our engine lathe for this purpose.

A: Sounds great because I can produce simple components, for example, spacers, shafts or special parts.

B: OK. Will you make a 8)? Please, send it to me by the end of the day.

A: Right. I'll do that.

B: Thank you.

- A) tube spanners and wire strippers
- B) list of the necessary tools
- C) to produce the simple
- D) maintenance services
- E) I'll need some power tools
- F) or equipment available
- G) have some different measuring tools
- H) are my responsibilities

2. Role play. Talk in pairs. Act out the conversation. You can use the phrases and ideas from the dialogue above.

Student A: Imagine that you are an industrial mechanic who starts his first day in a factory. You talk to Student B who is a shop-foreman.

You can include the following points:

- ask about your responsibilities
- ask if the factory has the Equipment Maintenance Plan
- ask if there are tools or equipment for maintenance work
- tell him what hand and power tools you need
- ask about ordering and producing the new parts

Student B: *Imagine that you are a shop-foreman in a factory. You talk to Student A, an industrial mechanic who is a new employee.*

You can include the following points:

- tell him that his task is the maintenance of machinery
- ask him what hand tools he needs
- give information about ordering and producing the new parts
- ask for a list of the necessary tools

Occupational health and safety

Read the text about factory signs and answer the question. Why do we need factory signs?

Factory signs

Factories are busy environments fraught with lots of moving pieces and hazards. Factory signs help operations function more safely and efficiently by directing traffic, warning of hazards, providing instructions, and recommending PPE (Personal Protective Equipment) for certain areas. These postings are necessary to prevent injury and lost time.

Task A - Look at these hazard signs which you can find in factories. Do you know their meanings? There is some help for you, the letters of the words are jumbled. Write the meanings below the signs.



1. egandr 4v0lo0st
1.



2. vorosierc
2.



3. lyhgih mablmfea esag
3.













4. lerypsi fruacse
4.



5. ichpn tiopn
5.

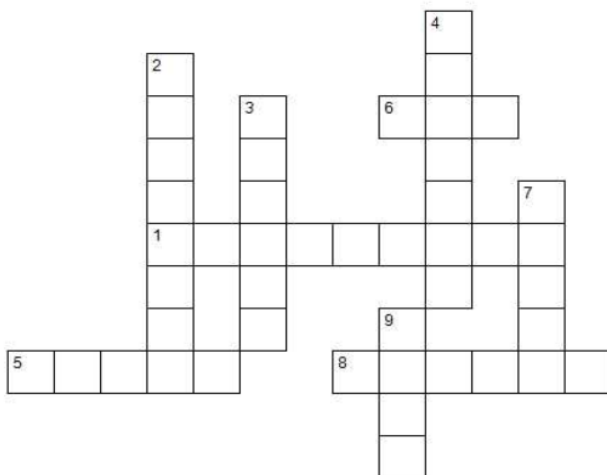
Task B - Match the factory signs (1-10) with their meanings (a-j).

1. 	2. 	3. 	4. 
5. 	6. 	7. 	8. 
	9. 	10. 	

- a. Face shield required
- b. No moving equipment beyond this point
- c. Hard hat required
- d. Safety glasses required
- e. Do not walk under conveyor
- f. Respirator required
- g. Steel toe shoes required
- h. Hand protection must be worn
- i. Do not operate without guards in place
- j. Moving conveyor

Task C - Do the crossword.

Safety signs



Across:

1. the set of articles or physical resources serving to equip a person or thing
5. a device for protecting a machine part or the operator
6. a covering for the head
8. a broad piece of defensive armor carried on the arm

Down:

2. a mechanical apparatus for moving articles or bulk material from place to place
3. hurt, damage
4. a device used to correct defects of vision to protect the eyes
7. commercial iron that contains carbon
9. an outer covering for the human foot

Wordlist

1. alloy - ötvözet
2. arc welding - ívhegesztés
3. assembly hall – szerelőcsarnok
4. axle - tengely (álló)
5. ball bearing - golyós csapágy
6. bearing - csapágy
7. boring tool - furatkés
8. breakdown - meghibásodás
9. cast iron - öntöttvas
10. chain conveyor - láncos szállítószalag
11. clutch - (oldható) tengelykapcsoló
12. cold working without processing - forgács nélküli hideg átalakítás
13. combination cutting pliers - kombinált fogó
14. component - alkatrész
15. compressor - kompresszor
16. corrosive - rozsdásodó, maró hatású
17. coupling - (nem oldható) tengelykapcsoló
18. cylindrical gearing - hengeres fogaskerék-hajtás
19. cylindrical grinding machine - palástkőszörűgép (körkőszörűgép)
20. diameter - átmérő
21. drilling - fúrás
22. electric circuit - áramkör
23. equipment - berendezés
24. fabrication - gyártás, készítés, összeszerelés
25. forging - kovácsolás
26. gas welding - gáz (láng) hegesztés
27. gear drive - fogaskerék hajtás
28. gear wheel - fogaskerék
29. grinding - köszörülés
30. hand tool/ power tool - kéziszerszám/ elektromos kéziszerszám
31. hand/ machine riveting - kézi/ gépi szegecseles
32. hand-held shield - kézi hegesztőpajzs
33. heat engine - hőerőgép
34. industrial mechanic - ipari gépész
35. instrumental measurement - műszeres mérés
36. lathe - esztergapad
37. lathe tool - esztergakés
38. lathe work/ turning - esztergálás

39. lubrication - kenés
40. machine assembly - gépszerelés
41. machine element - gépelem
42. machine - gép, munkagép
43. machine set-up - gépbeállítás
44. machinery - gépezet, szerkezet, gépfelszerelés
45. machining - gépi megmunkálás
46. maintenance - karbantartás
47. manual - kézikönyv
48. manual/ automatic processing machine - kézi/ gépi forgácsoló berendezés
49. manufacturing - gyártás
50. measuring error - mérési hiba
51. metal - fém
52. metallurgical works - fémipari munkák
53. metalworking - képlékeny alakítás, fémmegmunkálás
54. milling machine - marógép
55. milling - marás
56. nut - csavaranya
57. part (of a machine) - alkatrész
58. pincers (cutting pliers) - harapófogó (csípőfogó)
59. protective clothing - védő ruházat
60. pump - szivattyú
61. quality control - minőségellenőrzés
62. rivet/bond joint - szegecskötés
63. rolling bearing - gördülő csapágy
64. screwed /bolted joint - csavarkötés
65. screws and bolts - csavarok
66. shaft - tengely (forgó)
67. sheet presswork - lemezalakítás
68. shop-foreman - üzemvezető
69. size - méret
70. soldering - forrasztás
71. spare part - pótalkatrész
72. sprocket - lánckerék
73. steel - acél
74. stepped shaft - lépcsős tengely
75. technical drawing - műszaki rajz
76. to (dis)assemble- - (szét)szerel
77. to bore - furatot esztergál
78. to fabricate - gyárt

79. to grind - köszörül
80. to install - üzembe helyez
81. to machine - géppel megmunkál
82. to monitor - figyel, nyomon követ, ellenőriz
83. to perform - végez
84. to process - megmunkál
85. to protect - véd, megvéd
86. to repair - javít
87. to replace - cserél
88. to rotate - forog
89. to weld - hegeszt
90. tolerance - mérettűrés
91. tungsten - wolfram
92. turning tool - nagyoló esztergakés
93. under (over) size - méreten aluli (felüli)
94. vernier calliper gauge (caliper) - tolómérő
95. washer - alátét
96. wear - kopás
97. welded joint - hegesztett kötés
98. welding head shield/helmet - hegesztő fejpajzs/sisak
99. welding torch - hegesztő pisztoly
100. workpiece- munkadarab

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Occupational health and safety

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Angol C2 1 1 039 Angol nyelvi képzés KER A1 szinttől C2 szintig

Képzés nyilvántartásba vételi száma: E-001291/2015/C002

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