+49 511 4739339
james@englisch-lehrer.com · www.englisch-lehrer.com

B2 · SECTOR VOCABULARY · ≈ 27 MIN

AI at Work Vocabulary — *practice on paper*

You have built the word blocks — now lock them in on paper. New workplace situations, the same clear AI rule.

Technology: **AI with no article** · one product: **an AI tool** or "an AI assistant"

NAME _____ DATE _____

YOUR BUILD — 1 · SORTING ◯ | 2 · FILL-IN ◯ | 3 · CORRECT ◯ | 4 · WRITE ◯

BRICK 1 · SORT: TECHNOLOGY OR PRODUCT · APPROX. 4 MIN ●○○

For each sentence, decide whether AI means the technology in general. If so, put it in the left column. If it means one countable tool or assistant, put it on the right.

- AI in capacity planning
- an AI tool for stock reports
- an AI assistant for meeting notes
- AI in digital strategy
- AI for internal research
- an AI assistant for ticket labels
- an AI tool for staff training
- AI in workplace policies
- AI in finance workflows
- an AI assistant for department briefings

TECHNOLOGY – AI WITH NO ARTICLE	PRODUCT – AN AI TOOL / ASSISTANT

BRICK 2 · FILL IN THE RIGHT WORD BLOCK · APPROX. 6 MIN ●●○

Fill in one word block from the lesson each time. The business context and the German cue in brackets point to one clear form.

01 Write _____ that asks the model for three bullet points.

02 Was the _____ large enough to train this model? (Trainingsdaten)

03 We will _____ reminder emails so nobody sends them manually.

04 Removing one approval will _____ the onboarding workflow. (verschlanken)

05 Staff need guidance before the tool's _____ . (Einführung)

06 An invented attendee in the summary is _____ . (eine Halluzination)

07 The chair must _____ the recommendation before publication. (förmlich freigeben)

08 English heading: „Compliance with the _____ “ (DSGVO)

YOUR BUILD · 1 · SORTING · 2 · FILL-IN · 3 · CORRECT · 4 · WRITE

BRICK 3 · WRITE NATURAL BUSINESS ENGLISH · APPROX. 7 MIN

Each sentence contains a form you should change for natural business English. Underline it and rewrite the full sentence; with "data", choose the form that is more usual in a status update.

01 Our department relies on the AI for broad strategic work.

02 Our team expects the automatisation of routine checks to take time.

03 In this project update, our training data are now complete.

04 The client email says that KI will assist the project team.

05 The director signs the final output off before release.

06 After comparing several options, procurement tested an AI tools for stock reports.

BRICK 4 · WRITE FOR YOUR WORKING DAY · APPROX. 8 MIN

Write one short English sentence for each situation. Use the named word blocks and check articles, fixed prepositions and word forms.

01 Status update: say how AI now automates a routine task or streamlines one workflow.

02 Client email: reassure the reader that a person signs off on each AI-assisted draft.

03 Works-council briefing: describe the rollout and mention data protection or human oversight.

04 Team meeting: report a hallucination or bias, then suggest keeping a human in the loop.

MINI-CHECK – CAN I DO THIS YET?

- [ ] For the technology I write AI with no article; for one product I write "an AI tool" or "an AI assistant".
- [ ] I use "automation", not "automatisation", and usually write "the data is ready" in business English.
- [ ] I keep the fixed blocks together: "roll out a tool" and "sign off on the output".
- [ ] For the German "KI-gestützt", I use "AI-powered" or "AI-assisted" and make the human check clear when risks arise.

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 **Technology** — AI in capacity planning
This means the technology.

02 **Product** — an AI tool for stock reports
This means one product.

03 **Product** — an AI assistant for meeting notes
This means one product.

04 **Technology** — AI in digital strategy
This means the technology.

05 **Technology** — AI for internal research
This means the technology.

06 **Product** — an AI assistant for ticket labels
This means one product.

07 **Product** — an AI tool for staff training
This means one product.

08 **Technology** — AI in workplace policies
This means the technology.

09 **Technology** — AI in finance workflows
This means the technology.

10 **Product** — an AI assistant for department briefings
This means one product.

BRICK 2 · FILL-IN

01 **a prompt**
A model instruction is a prompt.

02 **training data**
The model learned from training data.

03 **automate**
Automate replaces manual execution.

04 **streamline**
Streamline removes workflow steps.

05 **rollout**
Rollout is the required noun.

06 **a hallucination**
An invented claim is a hallucination.

07 **sign off on**
Sign off on means approve formally.

08 **GDPR**
The DSGVO is the GDPR in English.

BRICK 3 · CORRECT

01 Our department relies on **AI** for broad strategic work.
The technology takes no article.

02 Our team expects the **automation** of routine checks to take time.
The English noun is automation.

03 In this project update, our training data **is** now complete.
Singular is usual; "are" remains possible.

04 The client email says that **AI** will assist the project team.
English text uses AI, not KI.

05 The director **signs off on the final output** before release.
Sign off on stays together.

06 After comparing several options, procurement tested **an AI tool** for stock reports.
An requires a singular noun here.

BRICK 4 · WRITE

Your sentences may differ — just check that the word blocks are complete and fit the business context.

01 "In this week's update, **AI** helps us automate routine reminders."
Technology takes no article.

02 "We use an **AI-assisted** draft, and a colleague signs off on every client reply."
AI assistance includes human approval.

03 "Before the **rollout**, we will brief staff on data protection and human oversight."
The rollout includes safeguards.

04 "The draft contained **a hallucination**, so a human in the loop will check future output."
The risk gets a human check.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
Around the Office
englisch-lehrer.com/en/lessons/office-vocabulary

PAIR WITH THIS
Phrasal Verbs at the Office
englisch-lehrer.com/en/lessons/phrasal-verbs-office

ALL LESSONS
45+ free lessons
englisch-lehrer.com/en/lessons

HANOVER
Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN
Kurfürstendamm 30 · 10719
englisch-lehrer.com/berlin

ONLINE COURSES
englisch-lehrer.com/online
worldwide on Zoom

CONTACT
+49 511 4739339
james@englisch-lehrer.com