

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 automatisisation 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.

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

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

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

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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

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|--|---|
| <p>01 Technology — AI in capacity planning
<i>This means the technology.</i></p> <p>02 Product — an AI tool for stock reports
<i>This means one product.</i></p> <p>03 Product — an AI assistant for meeting notes
<i>This means one product.</i></p> <p>04 Technology — AI in digital strategy
<i>This means the technology.</i></p> <p>05 Technology — AI for internal research
<i>This means the technology.</i></p> | <p>06 Product — an AI assistant for ticket labels
<i>This means one product.</i></p> <p>07 Product — an AI tool for staff training
<i>This means one product.</i></p> <p>08 Technology — AI in workplace policies
<i>This means the technology.</i></p> <p>09 Technology — AI in finance workflows
<i>This means the technology.</i></p> <p>10 Product — an AI assistant for department briefings
<i>This means one product.</i></p> |
|--|---|

BRICK 2 · FILL-IN

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| <p>01 a prompt
<i>A model instruction is a prompt.</i></p> <p>02 training data
<i>The model learned from training data.</i></p> <p>03 automate
<i>Automate replaces manual execution.</i></p> <p>04 streamline
<i>Streamline removes workflow steps.</i></p> | <p>05 rollout
<i>Rollout is the required noun.</i></p> <p>06 a hallucination
<i>An invented claim is a hallucination.</i></p> <p>07 sign off on
<i>Sign off on means approve formally.</i></p> <p>08 GDPR
<i>The DSGVO is the GDPR in English.</i></p> |
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BRICK 3 · CORRECT

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| <p>01 Our department relies on AI for broad strategic work.
<i>The technology takes no article.</i></p> <p>02 Our team expects the automation of routine checks to take time.
<i>The English noun is automation.</i></p> <p>03 In this project update, our training data is now complete.
<i>Singular is usual; "are" remains possible.</i></p> | <p>04 The client email says that AI will assist the project team.
<i>English text uses AI, not KI.</i></p> <p>05 The director signs off on the final output before release.
<i>Sign off on stays together.</i></p> <p>06 After comparing several options, procurement tested an AI tool for stock reports.
<i>An requires a singular noun here.</i></p> |
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BRICK 4 · WRITE

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

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|--|---|
| <p>01 "In this week's update, AI helps us automate routine reminders."
<i>Technology takes no article.</i></p> <p>02 "We use an AI-assisted draft, and a colleague signs off on every client reply."
<i>AI assistance includes human approval.</i></p> | <p>03 "Before the rollout, we will brief staff on data protection and human oversight."
<i>The rollout includes safeguards.</i></p> <p>04 "The draft contained a hallucination, so a human in the loop will check future output."
<i>The risk gets a human check.</i></p> |
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NEXT BRICKS — KEEP BUILDING FREE ONLINE

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