

Task Cards

NextStep

Year 8 or 9 – Realschule Bayern – ISB Bayern

These task cards ...

are ready-to-use assignments for students in year 8 or 9 (Realschule, intermediate secondary school) during *NextStep*, their one-week international internship. The tasks are designed so that students can work independently – with no or little preparation.

The task cards have three goals

- 1 Make sure that students always have a meaningful task at hand – and reduce the workload for company supervisors.
- 2 Create real learning experiences – each card is connected to skills from various school subjects.
- 3 Build confidence in English – every card includes useful phrases for real workplace conversations.

The language level is A2–B1 (year 8 or 9 curriculum English, Realschule). The cards work across all industries and company sizes.

Each card contains ...

- a clear task with step-by-step instructions
- a description of what the student needs, e.g. an interview partner, internet access etc.
- a box with useful phrases – ready-made chunks and questions to start talking right away

Notes for workplace mentors

Give your students 1–2 required tasks and (if possible) also some tasks where they can choose.

- Required cards (examples):
 - Company Fact Sheet
 - Interview with a Professional,
 - My Day – Journal (daily)
 - My Internship – Summary (final day)
- Choice cards: Students pick 2–3 more cards based on their department placement and/or their individual interests
- At the end of the week, students may present their results in a mini presentation (see card "My Internship – Summary").



NextStep

Task Card



Company Fact Sheet

Area	cross-departmental – orientation
Duration	approx. 60 minutes (spread over the day)
What you need	company website, on-site observations, brochures or posters if available
Your task	1 Collect key facts about the company: name, year founded, locations, industry, number of employees, main products or services. 2 Draw a simple overview: What departments or areas does the company have? How are they connected? 3 Answer the following questions: What makes this company "international"? What countries does it operate in and why?
Result	company fact sheet (one page) with overview sketch
What you gain	career orientation, international locations (geography)



Useful Phrases

Excuse me, I'm a student doing an internship here this week. Could I ask you a few questions?

When was your company founded?

How many employees work here?

What countries do you work with?

Could you explain how the company is organised?

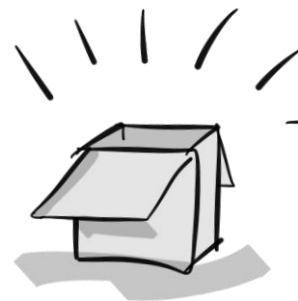
What are your most important products or services?

Can you walk me through the production process step by step?

Thanks a million. Have a great day.



Task Card



A Product's Journey

Area	cross-departmental – value chain
Duration	approx. 60 minutes
What you need	observation in various areas; 1–2 short conversations with employees (5–10 min each)
Your task	1 Choose one product or service of the company. 2 Trace its journey: Where do the materials come from? What steps does the product go through in the company? How does it reach the customer? 3 Draw the journey as a picture chain or a flow chart. Mark where people from different countries are involved.
Result	illustrated flow chart or picture chain (one page)
What you gain	global supply chains (geography), production steps (technology), value creation (economics)



Useful Phrases

Where does this product come from originally?
What happens to the product at this stage?
How does the product get to the customer?
What countries are involved in the process?
What are the steps in taking this product from concept to market launch?
Could you show me how this step works in practice?
Just following up on this specific step, can you explain a bit more?
Thank you, that was really interesting.



Task Card



Interview with a Professional

Area	cross-departmental – communication
Duration	approx. 30 minutes (incl. preparation)
What you need	an employee who has 10 – 15 minutes for a conversation
Your task	1 Prepare 5 – 7 questions, for example: What does a typical day look like for you? What do you enjoy most about your job? How did you get into this career? How important is English in your daily work? 2 Conduct the interview and take notes. 3 Write a short profile of the person (5 – 8 sentences).
Result	employee profile (approx. half a page)
What you gain	career orientation, interview techniques, language skills (conversation, writing)



Useful Phrases

Would you be available for a short interview?
What does a typical day look like for you?
How do you manage your time at work?
How did you get into this job?
What do you enjoy most about your work?
How important are foreign languages in your daily work?
What advice would you give a young person who is starting out?
Thank you very much for your time.



Task Card

Teamwork across Borders



Area	cross-departmental – collaboration
Duration	approx. 45 minutes
What you need	conversation with an employee who works with colleagues abroad (10 – 15 min)
Your task	1 Find an employee who regularly works with people from other countries. 2 Ask them: What languages do they use? What tools do they prefer (email, video calls, chat)? What are typical challenges (time zones, language barriers, cultural differences)? 3 Create a small infographic or poster: “How international teamwork works at [company name]”.
Result	infographic or poster (one page)
What you gain	intercultural communication, social studies (globalisation), digital tools (IT)



Useful Phrases

Do you work with colleagues in other countries?

What languages do you use?

How do you usually communicate – by email, video call or chat?

What are the challenges you face when working with people abroad?

Have you ever had any misunderstandings because of language or cultural differences?

What are your coping strategies when working in an international team?

I'd love to hear more details on this aspect.

That's really interesting – thank you for sharing your thoughts with me.



Task Card



The Company in 60 Seconds

Area	creative – presentation
Duration	approx. 60 minutes
What you need	smartphone (for video or photos), impressions from the company
Your task	1 Imagine you have to introduce the company to someone who has never heard of it – in just 60 seconds. 2 Plan a short explainer video or a photo series with captions. Think: What is most important? What makes the company special? 3 Create the video (max. 60 sec.) or a page with 4–6 photos and short texts. Important: Always ask for permission before taking photos or filming.
Result	60-second video or photo page with captions
What you gain	presenting, visual design, media production (IT)



Useful Phrases

Today I'm working on a short presentation about the company.

Would it be okay if I took a photo here?

Am I allowed to film in this area?

I won't show anyone's face without their permission.

Could you say a few words about your department for my video?

In your position, what season of the year is usually the busiest?

What makes this company special in your opinion?

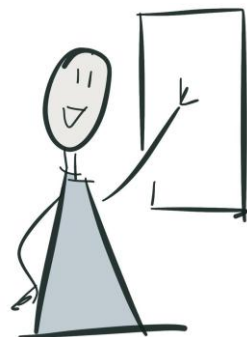
What is the corporate culture like in your workplace?



NextStep

Task Card

How Does the Company Present Itself?



Area	creative – design & communication
Duration	approx. 45 minutes
What you need	smartphone or computer with internet access; take a look at the company's logo, website, brochures, social media
Your task	1 Examine how the company presents itself to the outside world: logo, colours, fonts, website design, social media. 2 Evaluate: Does it look modern? Does it fit the target audience? Is it consistent (same colours and style everywhere)? 3 Sketch one improvement idea: How would you redesign the company's Instagram page, the website or a brochure?
Result	short analysis & one improvement idea as a sketch
What you gain	creativity (design), analysis, evaluation, web design (IT)



Useful Phrases

I really like the design of your website because ...

What is the core message of the company's logo? Who created it?

I think these colours work well because ...

Have you thought about using more video content on social media?

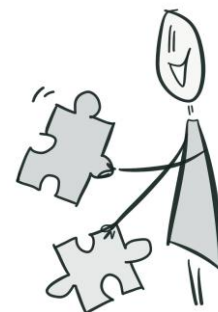
If you could change one thing, how would you evolve your company's voice on social media platforms?

To improve the engagement rate of your posts, I would suggest ...

It was great talking to you, thanks a lot. See you soon.



Task Card



Technology in Action

Area	technology & information technology (IT)
Duration	approx. 45 minutes
What you need	observations in various departments, short conversation with an employee (10 min)
Your task	1 Observe what technical devices, machines and software the company uses. 2 Choose one technology and find out: What is it used for? Since when? What did they use before? 3 Create a short technology profile: name, area of use, advantages and disadvantages, possible improvements.
Result	technology profile (approx. half a page)
What you gain	software, data processing, digitalization (IT), machines and devices (physics, technology)



Useful Phrases

What devices or software do you use in your daily work?
How long have you been using this system?
What did you use before this technology?
What are the advantages compared to the old way of doing things?
What technology tools are you using in your remote office?
In your opinion, what processes might need some improvement?
Thank you for sharing your expertise on this topic.



NextStep

Task Card



Sustainability Check

Area	cross-departmental – sustainability
Duration	approx. 45 minutes
What you need	on-site observations; short conversation with an employee (10 min); company website
Your task	1 Find out what the company does about sustainability: saving energy, recycling, local suppliers, social projects etc. 2 Look around: What do you notice in the building (waste separation, LED lighting, electric cars, bike racks ...)? 3 Give a “sustainability grade” (1–6) and explain your rating. 4 Suggest one specific improvement.
Result	sustainability rating & improvement suggestion (half a page)
What you gain	sustainability, resources (geography, ecology) social studies (social responsibility)



Useful Phrases

Does your company have a sustainability strategy?

What do you do to reduce energy use?

What is your percentage of renewable energy usage?

Do you use recycled materials?

Is your company investing in energy-efficient technologies?

What are your goals for the future? Are you trying to reach net-zero emissions one day?

I noticed that you ... – I think that’s a great idea./ Why did you choose to do this?

If you asked me, I guess one thing you could improve is ... because ...



NextStep

Task Card



Numbers That Matter

Area	cross-departmental – data & facts
Duration	approx. 45 minutes
What you need	conversation with any employee (10 min); company website
Your task	1 Collect 5–10 key numbers that describe the company (e.g. number of employees, production volumes, number of locations, customers, year founded ...). 2 Present the numbers clearly – as an infographic, table or chart. 3 Add a short sentence for each number explaining why it matters.
Result	infographic or overview with 5–10 key figures
What you gain	charts, statistics (data literacy), data visualization (IT)



Useful Phrases

Could you give me some key numbers about the company?

How many ... does the company produce/sell/own or purchase per year?

Has this number changed in recent years? If yes, why do you think it has changed?

Why is this number important for the company?

Could you give me a rough estimate?

This curve shows how much the sales have gone up over the past year.

This graph shows the relationship between X and Y.

How would you interpret it? What can we learn from this data?

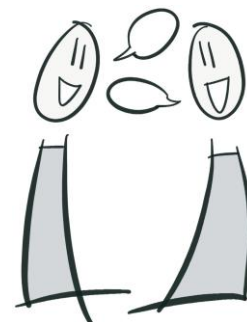
I appreciate your support, thanks a lot.



NextStep

Task Card

English in Action



Area	language – collecting key terms
Duration	approx. 30 minutes (spread over the day)
What you need	just observation and listening during the working day
Your task	1 During the day, pay attention to English terms used in the company. 2 Collect at least ten terms and write a short explanation for each. 3 Sort them into categories (e.g. technology, office, communication etc.). What terms surprised you?
Result	glossary with at least ten terms & categories
What you gain	vocabulary, technical terms (foreign language skills), explaining, defining (communication skills)



Useful Phrases

May I ask you some questions about the language you use?

What does the term '...' mean exactly?

Is there a German word for this? Do you always use the English term?

I keep hearing the word '...' – could you explain it?

How do you say '...' in a business context?

Is this term used in all departments or just in yours?

Thanks for the chat, I really enjoyed our conversation.



Task Card



My Day – A Journal

Area	cross-departmental – daily reflection (journalling)
Duration	approx. 15 minutes (at the end of each day)
What you need	just a pen and a sheet of paper (alternatively: a digital sheet)
Your task	1 Answer at the end of each day: What did I learn today? What surprised me? What do I want to look at more closely tomorrow? 2 Rate your day (1–10) and give a short reason for your rating.
Result	daily journal entry (4–5 sentences)
What you gain	self-reflection, career orientation, free writing (foreign language skills)



Useful Phrases

Today I worked with ... at ...

I learned that ...

I spoke English at and I learned the following expressions: ...

The most interesting thing/fact/situation today was ...

I was surprised/fascinated by ...

What made me laugh was ...

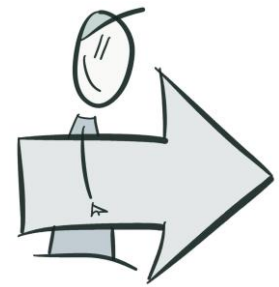
Tomorrow I would like to find out more about ...

I would rate today a ... out of 10 because ...



NextStep

Task Card



My Internship – Summary

Area	cross-departmental – final day
Duration	approx. 45 minutes
What you need	all results from the week; pen and paper or PC
Your task	1 Look at your results from the week (fact sheet, interview, reflections ...). 2 Answer: What was my personal highlight? What surprised me the most? Which job or department interested me the most? What will I take away for my own future? 3 Prepare a mini presentation (3–5 minutes): Introduce your internship to your classmates.
Result	mini presentation (3–5 min) & written summary
What you gain	career orientation, self-reflection, presentation skills (language)



Useful Phrases

During my internship at ..., I learned that ...

The highlight of my week was ...

I was particularly interested in ... because ...

Before the internship, I thought Now I know that ...

I guess I've become more comfortable with ... / and speaking ...

My greatest challenge was ...

Now I hope to ...

I would recommend this internship to other students who would like to ... because ...

