



Class::

Your Name:

Date:

A Small Crafts Enterprise

Overview	<p>"Melzer Elektro GmbH" is a small electronic <i>crafts enterprise</i> situated in the northern part of Upper-Franconia. We do electrical installations for <i>private house owners</i> and industrial buildings.</p>
History	<p>It is a small, <i>family owned</i> company, that was established by Mr. Melzer senior in 1965. He is retired now and his son has taken over the business. His wife works in the <i>office</i> and does the <i>administration</i>.</p>
Employees	<p>About 9 people work at my company. There are four <i>technicians</i> and two <i>apprentices</i>. One secretary <i>supports</i> Mrs. Melzer in the office. The boss represents the company to our customers and organizes the <i>construction process</i>.</p>
Structure & Location	<p>The <i>headquarter</i> is located in Mitwitz. It's a small city near Coburg, which is about 100 km away in the north of Nürnberg. There is a shop where customers can buy <i>household appliances</i> like <i>dishwashers</i>, <i>washing machines</i> or parts for different <i>heating systems</i>.</p> <p>In the <i>backyard</i>, there is a <i>workshop</i> and a <i>warehouse</i> full of stock where we get all our electrical parts for the installation projects. At the <i>parking area</i> there is space for three company cars and trucks. In the workshop we mostly do <i>pre-installations</i> like metalwork, do repair work, <i>wiring of power cabinets</i> or <i>PLC</i> installation – if necessary.</p>
Products & Services	<p>The majority of our business is the installation of <i>electrical power distribution</i> within buildings. We also do the electrical part in <i>kitchens</i> and <i>bathrooms</i>. Two of my <i>colleagues</i> are responsible for the data networks like telephone or computer networks. One specialty of our company is solar system installations. We often have to install <i>solar panels</i> on the <i>rooves</i> of houses and set up the <i>control systems</i> in the <i>basements</i> of the houses.</p>
Customers	<p>About 70% of our customers are private house owners. We do full installations on new homes as well as repair existing parts of the electrical house installation. The other customers are <i>industrial mid-sized companies</i>. Mostly these companies work in the local <i>glass industry</i> or they manufacture car parts for the <i>automotive industry</i>. Our <i>business</i> covers the region around Coburg, Kronach and Lichtenfels. Sometimes we have projects in large cities like Munich.</p>
Apprenticeship	<p>Mostly I am <i>learning by doing</i>. One of the electricians is a <i>certified master</i> and he is responsible for me. I am working with him on the <i>construction sites</i>. On Friday, I stay in the workshop and my <i>duty</i> includes tidying-up the workshop, do repair work or complete educational projects. These times, my boss gives me <i>advice</i> or he helps me by giving me tasks getting <i>practical experience</i>. Every three weeks I have to go to the <i>vocational school</i> to learn theory in various fields of electrical technology. After three and a half years my apprenticeship ends with an <i>exam</i> at the local <i>chamber of commerce</i>.</p>

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Vocabulary

English	Hint, Acronyms, Antonyms	German
<u>crafts enterprise</u>		Handwerksbetrieb
<u>private house owner</u>		private Hausbesitzer
<u>was established</u>	to establish	wurde gegründet
<u>retired</u>		in Rente/im Ruhestand
<u>business</u>		Gewerbe/Geschäftsbetrieb
<u>office</u>		Büro
<u>administration</u>		Verwaltung
<u>family owned</u>		in Familienbesitz
<u>technician</u>		Techniker
<u>apprentice</u>		Auszubildender
<u>to support</u>		unterstützt
<u>construction process</u>		Baubetrieb, Ablauf
<u>headquarter</u>		Hauptsitz
<u>household applications</u>		Haushaltsgeräte
<u>washing machine</u>		Waschmaschine
<u>dishwasher</u>		Spülmaschine
<u>heating (system)</u>		Heizsysteme
<u>back yard</u>		hinterer Hof
<u>workshop</u>		Werkstatt
<u>stock</u>		Lager
<u>parking area</u>		Parkplatz
<u>pre-installation</u>		Vorbereitende Installationen
<u>to wire-up</u>		Verkabelung
<u>power cabinet</u>		Schaltschrank
<u>PLC</u>	programmable logic controller	SPS (Speicher-progr. Steuerung)
<u>power distribution</u>		elektrisches Energie(vert.) Netz
<u>kitchen</u>		Küche
<u>bathroom</u>		Bad
<u>colleague</u>		Kollege
<u>solar panel</u>		Solar-Kollektor
<u>roof</u>		Dach
<u>control system</u>		Steuerungssystem
<u>basement</u>	cellar	Keller
<u>mid-sized enterprise</u>		mittelständisches Unternehmen
<u>glass-industry</u>		glasverarbeitende Industrie
<u>automotive industry</u>		Fahrzeugindustrie
<u>range</u>		der Bereich
<u>learning-by-doing</u>		Lernen durch praktische Arbeit
<u>master</u>		geprüfter Meister
<u>construction site</u>		Baustelle
<u>duty</u>		Pflicht
<u>advice</u>		Anweisung
<u>practical experience</u>		praktische Erfahrung
<u>vocational school</u>		Berufsschule
<u>exam</u>		Examen
<u>chamber of commerce</u>		Handelskammer (HWK)

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