

Englisch für Architekten und Bauingenieure = English for Architects and Civil Engineers

Ein kompletter Projektablauf auf Englisch mit Vokabeln, Redewendungen, Übungen und Praxistipps - All project phases in English with vocabulary, idiomatic expressions, exercises and practical advice

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2 Preliminary Enquiries

2.1 Project definition

The first step in every project is to define the work that is actually to be performed. Is the planner going to be dealing with a new build or a property within the *existing stock of buildings*? New buildings can generally be separated into two categories: *residential* and *non-residential buildings*. Work on existing structures, which makes up 35 per cent of all construction work, is a lot more complex. Despite having very specific definitions, the terms used in this case are often used interchangeably and sometimes one project will involve more than just one of the processes described below.

- *Extension* is the addition of an element with the aim of increasing the floor area or improving the use of a development. A *roof extension*, for example, involves adding one or more extra floors to the top of the building. This is a very popular way of *densifying* urban environments and thus reducing *urban sprawl*.
- *Conversion* is the process of changing a building or part of a building for a new use, e.g. converting a house into flats. *Loft conversions* are performed to add extra floor space to a home and frequently involve adding *rooflights* or *dormers*. The words *reuse* and *rehabilitation* are very similar in meaning.
- Upgrade or *refurbishment* both refer to the improvement of quality or usefulness by removing, renewing, replacing and/or retrofitting components. A *sustainable upgrade* involves measures that are performed to achieve greater energy efficiency and reduce carbon emissions. A sustainable upgrade is ideally coincided with a refurbishment and involves measures such as adding *insulation* or upgrading windows. A *partial refurbishment* involves only one component, e.g. the facade or the ground floor, and is usually carried out while the rest of the building is still in use.
- *Remodelling* involves making over the design of a building. It usually means changing the structure or volume, for example by raising the roof or removing walls. Depending on the extent of the work, it may be necessary to strip back the building to its *load-bearing components*.
- The terms *preservation*, *restoration* and *renovation* are very similar in meaning and often used in the context of *listed buildings*. Preservation is the treatment involved in keeping a building in its current state. A lack of preservation work will presumably require restoration work at a later date. Restoration generally refers to the process of returning something to its former state. Renovation refers to the process of returning something to a good state of repair and usually means laying new carpets or repainting walls.
- *Retrofit* means providing something with a component or feature not fitted during the initial construction. It is often used for the installation of new building systems, such as a mechanical ventilation system, but it could also refer to the building fabric, for example retrofitting insulation or *shading devices*.
- *Maintenance* is the process of keeping something in good condition. It generally involves performing inspections, fixing errors, changing filters but also repainting or renewing

surfaces. Maintenance and servicing performed at regular intervals should ideally increase the lifespan of a component or effectively the whole building.

- Rebuild is the construction of a new building on a site where a former development was *demolished*.

2.1.1 Feasibility

Before the architect or engineer gets too involved in the project, a decision has to be made as to whether it is at all feasible to build. Feasible means possible as well as practicable and is influenced by a number of factors. For example, the decision may depend on the *access* to the site, *building lines* and specific requirements regarding the *number of storeys*, *parking provisions* and, of course, *geological conditions*. The decision to proceed or to stop lies with the client; however, it is the planner's task to present the information in a structured way so that it is possible for the client to come to a decision.

In order to prepare a feasibility study the planner needs to check various aspects of the site. Some questions will be quite straightforward, however, others may require input from a consultant or might have to be based on assumptions, at least before making a detailed *survey*. In the following, there are some typical considerations that need to be made before putting together a feasibility study.

- Is the site appropriate for the client's proposed scheme?
- How does the topography suit the scheme?
- Does the size of the plot seem reasonable for the scale of the project?
- What is the nature of the soil?
- Will it be necessary to make a *soils report*?
- Can the project be realised for the money the client wishes to spend?
- Does the project involve any existing buildings or structures?

2.1.2 Grammar: Questions

Take a look at the questions above. There are two different types of questions:

- those which can be answered with yes or no (Yes/No questions) and
- the others which require a more detailed answer (Wh-questions).

Yes/No questions using a form of **do** (do, does, did) at the beginning:

Question: Form of **do** + subject + full verb

Example: Does the project involve any existing buildings?

Yes/No questions using a form of **be** at the beginning:

Question: Form of **be** + subject

Example: Is the site appropriate for the client's proposed scheme?

Yes/No questions using a modal verb (have, be, will, might, etc.) at the beginning:

Question: Modal verb + subject + full verb

Example: Will it be necessary to make a soils report?

The short answers should always repeat the helping verb used in the question.

Is there access to the plot? – Yes, there is. / No, there isn't.

Will it be necessary to make a soils report? – Yes, it will. / No, it won't.

Wh-questions are formed with **do** unless the question word itself is the subject or the full verb is a form of be. These questions cannot simply be answered with yes or no, but require a full sentence.

Question: Question word + form of do + subject + full verb

Example: How does the topography suit the scheme?

2.1.3 Exercise: Questions and answers

Match the questions on the left with the appropriate short answers on the right.



- | | |
|---|---------------------|
| 1. Will it be fairly easy to obtain <i>planning permission</i> ? | a. No, they aren't. |
| 2. Does the client's time schedule seem reasonable? | b. Yes, it will. |
| 3. Is the client aware of the infrastructure offered? | c. Yes, it might. |
| 4. Are the existing buildings protected? | d. Yes, they can. |
| 5. Might it be possible to fell some of the trees? | e. Yes, there are. |
| 6. Are there any requirements regarding the number of storeys? | f. No, he isn't. |
| 7. Has a water table been provided by the local planning authority? | g. Yes, it does. |
| 8. Can the planners cope with the scale and nature of the project? | h. No, it hasn't. |

2.1.4 Planning authorities

In order to judge the feasibility of a project, the architect or engineer should consult the *local planning authority*. Planning authorities have a wealth of information and will be able to advise on *development plans*, *conservation areas*, listed buildings and trees with *preservation orders*. Local planning authorities will also have a view on the *acceptability* of the proposed development. It is possible to submit an *outline application* to determine the likelihood of a *proposal* being accepted; this is especially useful for more daring designs and costly projects.

Frequently state or local authorities draw up development plans for specific areas. The intention of development plans is to balance business, *residential and community needs* and, at the same time, protect areas from the adverse effects of development. Development plans influence the *scale*, location and timing of land development and redevelopment. Therefore the starting point for the local planning authority in considering any *planning application* will be the development plan. Any provisions in it relating to the specific site, area or type of proposed structure will affect the *scheme*.

The local planning authority will also be able to provide a *water table*, information on the *liability to flooding* and information on the *nature of the subsoil*. Furthermore, they will be able to indicate the position and depths of all *services*.

2.2 Site visit

A site visit at the beginning of each project is absolutely essential to understand the full scope of the job. It is a fundamental part of a feasibility study and should be performed by all persons involved.

In the case of this project, which will accompany the reader through the book, the client owns a plot he would like to develop. He was recommended to an architect, whom he has contacted and with whom he has arranged a meeting on site. We will simply assume that the client and the architect get on well, that the architect is competent and his current *commitments* allow him to take on another job. The *terms of appointment*, the *programme of work and costs* will be discussed in a later meeting.



Conversation: A first meeting

George Brown: Hello, you must be Tim Smith, the architect.

Tim Smith: Yes, that's right.

George Brown: I'm George and this is my wife, Helen.

Tim Smith: Hello, pleased to meet you.

George Brown: So this is the piece of land we *inherited* last year. We've spent quite a long time thinking about it, but we've decided we'd like to build a house and move to this part of the town.

Tim Smith: Well, it's a wonderful location, isn't it. And the plot is an adequate size, too.

George Brown: Yes, we think it should be big enough for a small house leaving a bit of garden.

Tim Smith: I presume there won't be a problem obtaining planning permission.

George Brown: No, I don't think so. We're not sure how far back we can build or how close to the neighbours, but surely that isn't a problem to find out.

Tim Smith: No, not at all. The local authority will be able to provide all the necessary information. So, what is it you actually have in mind?

Helen Brown: Well, we're thinking of something quite normal really. Living, dining, kitchen on the ground floor; the bedrooms, we'll be needing two for the children and one for us, maybe an extra guest bedroom, upstairs. I'd love either a cellar or a utility area to take care of all the technical equipment and offering *storage facilities*; oh, and of course, we'll need a garage.

Tim Smith: Okay, I've made a note of all of that. Have you got an idea how many square metres you're looking at.

Helen Brown: The house we're living in at the moment is a 4-bedroom *semi*. It would be great to have a bit more space.

George Brown: I suppose we're thinking of something between 150 and 200 sqm. But of course a lot depends on the costs.

Tim Smith: Yes, I can understand that. I'll tell you what. Let me speak to the local authority, take some measurements of the site and I'll get back to you in a week or two with some first ideas and thoughts.

George Brown: That sounds wonderful. I'll give you my card so that you know where we are and I look forward to hearing from you soon.

2.2.1 Comprehension

Are the following statements concerning the dialogue true or false.

	true	false
1. Tim Smith and Helen Brown had never met before.	<input type="checkbox"/>	<input type="checkbox"/>
2. The Browns' <i>purchased</i> the site.	<input type="checkbox"/>	<input type="checkbox"/>
3. The plot of land is extremely large.	<input type="checkbox"/>	<input type="checkbox"/>
4. There are several neighbours.	<input type="checkbox"/>	<input type="checkbox"/>
5. The Browns' would like at least 3 bedrooms.	<input type="checkbox"/>	<input type="checkbox"/>
6. There has to be cellar for technical equipment and storage.	<input type="checkbox"/>	<input type="checkbox"/>
7. They are currently living in a flat.	<input type="checkbox"/>	<input type="checkbox"/>
8. The architect is going to contact the local authorities.	<input type="checkbox"/>	<input type="checkbox"/>



2.2.2 Numbers

Thanks to many ancient cultures, such as the Egyptians and the Romans, the decimal numeral system is the most widely used method for calculations throughout the world. It is based on the number 10 and each further *digit* has a value ten times that of the position to its right.

Despite using the same numbers in international business, different countries read them in different ways. For example, the Germans read their numbers, at least the tens and the units, from right to left. In French, 90 is an equation of $4 \times 20 + 10$ (*quatre-vingt-dix*). In English, numbers are simply read from left to right.

There are also differences in the way numbers are separated when written, with English speaking countries being opposite to countries in continental Europe. This means that in the UK a point is used to separate units and decimals and a comma is used for separating thousands. However, there is a trend towards separating thousands with a space or half space instead of a comma and this system has been adopted by the British construction industry. As an example, two thousand two hundred and twenty-two point two in numbers appears as 2,222.2 in the UK and 2.222,2 in Germany.

In written text, all numbers between 21 and 99 are *hyphenated*. There is also a slight difference between American English and British English, in this context, in that Americans tend to leave out the “ands”, e.g. two thousand two hundred twenty-two point two.

When getting into higher numbers, for example when speaking about the costs of a construction project, it is important to understand that words that look identical in different languages have different meanings. In English, the sequence for higher numbers is million, billion, trillion, quadrillion, and so on. Therefore, a German “Milliarde” is an English billion, and a German “Billione” is in actual fact an English trillion!

The English translation of the German word “null” depends on the context. When referring to numbers in maths, zero or nought are used, e.g. nought point five for 0.5. In telephone numbers, the zero is often read as “oh”, and in sports, if England beat Germany 4 : 0, the score is spoken as “four nil”.

So far this section has been about *cardinal numbers*, e.g. one, two, three. *Ordinal numbers*, e.g. first, second, third, indicate a position in a series or order. In most cases the spelling of an ordinal number is based on the corresponding cardinal with a “th” ending. However, first,

second and third are notable exceptions. Ordinal numbers are important not only to read dates (31 January 2014 – the thirty-first of January twenty fourteen) but also *fractions* ($\frac{7}{8}$ – seven eighths) and roots ($\sqrt[3]{27}$ – the third root of twenty-seven).

When ordinal numbers are expressed as figures, the last two letters of the written word are added to the ordinal number. The suffix is usually raised.

1	first	1 st	10	tenth	10 th	21	twenty-first	21 st
2	second	2 nd	11	eleventh	11 th	22	twenty-second	22 nd
3	third	3 rd	12	twelfth	12 th	23	twenty-third	23 rd
4	fourth	4 th	13	thirteenth	13 th	100	one hundredth	100 th
5	fifth	5 th	20	twentieth	20 th	101	one hundred first	101 st

There are also a few words that can refer to numbers or amounts, such as:

a dozen = 12	half a dozen = 6	a pair = 2
decade = 10 years	a century = 100 years	a fortnight = 2 weeks

Luckily the meaning of symbols in maths is the same in most modern cultures. Engineers can therefore communicate easily, but the spoken forms need to be learnt. The following table lists the most important mathematical symbols.

Symbol	Symbol name	Read or spoken as:
+	plus sign (addition)	plus or and
-	minus sign (subtraction)	minus or less
x	times sign (multiplication)	times or multiplied by (for areas only use by, e.g. 2 by 3 metres)
÷	division sign	divided by or through
=	equality	equals, is or makes
≈	approximately equal	is approximately
<	strict inequality	is less than
>	strict inequality	is greater than
(...)	brackets or parentheses	in brackets, e.g. (4+2) is 4 plus 2 in brackets
√	square root	the square root of
x ⁿ	power (exponent)	x ² is x squared, x ³ is x cubed, x ⁿ is x to the power of n or x raised by n
$\frac{7}{8}$	division slash (fraction)	seven eighths (the denominator below the line is read as an ordinal number; the plural form is used if there is more than one denominator, e.g. one eighth but two eighths)

2.2.3 Units

Like numbers and symbols, units of measurement are an essential part of life; however, while we take international standards for granted today, their introduction within the last 150 years has to be seen as quite recent. Originally many units of length were based on parts of the body, such as a foot or ell, but these differed from country to country and sometimes even within countries. To some extent these differences persist today and the length of a foot may depend on where you are.

Over time, it became apparent that there would be a need for universal measurements. Two historic milestones in history towards this goal were the Metre Convention in 1875 and the introduction of the International System of Units in 1948.

The main aim of the International System of Units was to introduce a single practical system of units of measurements and rules on writing and presenting measurements in a standardised manner around the globe. The system is built on seven base units. There are a further 22 named units, for example *velocity* (v) which is metre per second (m/s), and an indeterminate number of unnamed units.

The following table shows the seven SI base units.

Physical quantity	Name of unit	Abbreviation
mass	kilogram	kg
length	metre	m
time	second	s
temperature	kelvin	K
amount of substance	mole	mol
electric current	ampere	A
luminous intensity	candela	cd

If the SI unit name is derived from a person's name, such as electric current from André-Marie Ampère, its symbol begins with an uppercase letter. When the name appears in full as a unit, e.g. three amperes, a lowercase letter is used. The only exception is degrees Celsius. Remember that the plural form is used in English if there is more than one unit, e.g. one degree Celsius and two degrees Celsius.

Despite plans *to go metric* in 1965, people in the UK, especially those not involved in jobs requiring measurements, still tend to use feet and inches instead of metres and centimetres. This is even more apparent in the USA. This phenomenon is very noticeable when you are travelling. All road signs express distances in miles and speeds in miles per hour (mph).

For an easier understanding, the metric system has been used throughout this book since it is intended mainly for German readers.

A conversion table has not been added here, since there are so many *unit converters* on the Internet and free apps for smart phones. These tell you not only the length of, for example, an inch, but automatically convert any length into the corresponding amount of centimetres and millimetres. Make sure to use the right country. An American gallon, for example, is not equal to a British gallon. An American gallon is 3.79 litres, whereas a British gallon is 4.55 litres.

2.2.4 Exercise: Numbers and units



Now practise writing the following numbers and units.

1. 31.09.1808 (date)
2. 12.02.2017 (date)
3. $\frac{7}{8}$
4. 6,789,101,022
5. 3.5 m x 6.3 m (size of a rectangle)
6. 1,023.45 m³
7. 56.3 %
8. 0044-812-983210
(telephone number)
9. 7.5 h (time)
10. 7.23 kWh
11. 47 kN/m²
12. $10^3 \times (9 - 6) = 3000$

2.3 Plots

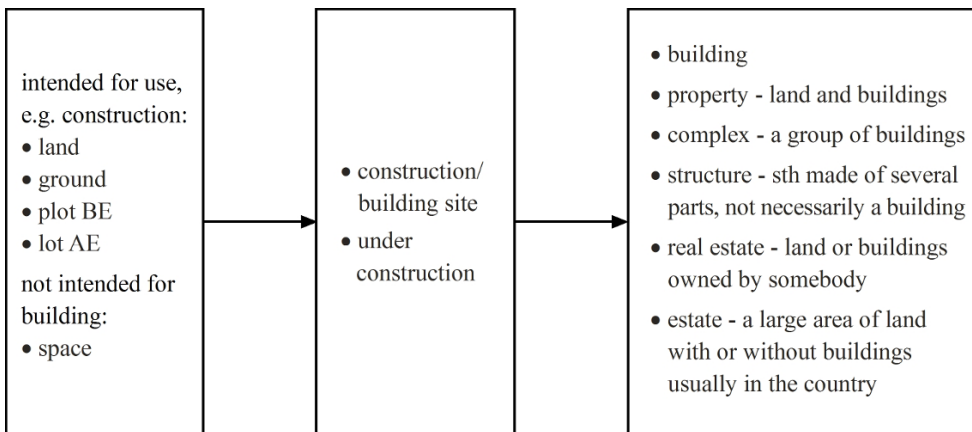
The plot is the fundamental element in every new construction project. It is the piece of land intended for building purposes. It undergoes changes during the development, becoming first a construction site and then a *property* or *estate*. A plot may be *developed*, which means all services, water, electricity and possibly gas, are provided, partially developed or undeveloped with no services whatsoever. The appropriate authorities are able to offer information on their provision.

Every plot is recorded in a *land register* which contains information about the legal and economic status of all estates. The land register also determines the *standard ground value*, the square metre price according to area, and possible usage. The *land register maps* also include the appropriate *floor space index* (FSI). The FSI is used to control the amount of construction in a certain area. If the relevant zone permits construction with an FSI of 0.10, the total area of

all floors in all buildings constructed on the parcel of land must be no more than one-tenth the area of the parcel itself.

When submitting a planning application, a *site location plan* has to be included indicating the *site boundary*, which separates the plot from the adjacent properties. In the UK, the site boundary is indicated in red; in Germany, red is used to highlight the new construction whereas the site boundary is indicated in green. A site location plan is taken from an official map and copies are supplied by a *cadastral office*.

Ordnance Survey is the national mapping agency of Great Britain. They produce digital and paper maps, which can be ordered online at www.ordnancesurvey.co.uk or may be obtained from local authorities for a fixed fee. The following diagram shows the changes in a piece of land in becoming a building.



2.3.1 Considerations

When making plans for a plot of land the following aspects should be considered:

- Is there access to the plot?
- What are the approximate dimensions of the plot?
- Is the ground level or inclined?
- If there are existing buildings, where are they positioned?
- What about the *orientation* of the site?
- Where does the sun rise and set in relation to the plot?
- What are the general characteristics of the landscape, planting and trees?
- Are there any buildings *adjoining* or *overlooking* the site?
- What about services such as *sewers*, water, electricity, gas and communications?
- Does the neighbourhood have special features that might affect the scheme?

2.3.2 Situations



The two plots presented below are very different. Assign the vocabulary to the appropriate situations. For a clear, unambiguous description, it might be necessary to add a noun, e.g. a narrow road.

A



B



in town
 on a slope
 constricted
 spacious
 small
 rural
 commercial
 wide
 busy
 narrow
 in the countryside
 close
 urban
 noisy
 friendly
 dense
 peaceful
 distant
 quiet
 large

2.3.3 Descriptions



Read the passages describing two different plots. Try to imagine what they look like.

The plot is a narrow *gap* between houses in an urban, very dense, environment. It is rectangular measuring about 6 by 20 metres. It is totally flat. To the north and south, tall 5-storey buildings, with *saddle roofs*, border the site. These buildings are part of a *perimeter development*, which surrounds a large inner courtyard with a variety of tall trees. To the west there is a busy road with a mixture of shops and offices. At the rear, facing east, the plot has a typical courtyard atmosphere.

The plot is rectangular measuring about 20 by 80 metres. It is on a slope and slightly wider at the top than at the bottom. In total the difference in height is about 5 meters. There is a small area of woodland beyond a small path at the top of the site, which faces north. To the east and south there is a quiet road. There are three plots with detached two-storey houses to the west – none of the houses border the plot directly. There is a view from the top of the plot; the town centre with about 500,000 inhabitants is 10 minutes walking distance away.

2.3.4 Your plot

Think about a plot for which you are planning or have planned a structure. It could also be the piece of land you are living on. Extract the lexical phrases from the sections above and write an appropriate description highlighting the main characteristics.



2.4 Survey

The term survey has several different meanings. Here, the term refers to the activity of taking measurements and performing *levelling* operations to ascertain the various levels of the ground. Finally all data collected is translated into drawings.

If the site or buildings are fairly simple, the planner will probably perform the surveying work without difficulty. In more complex situations, a survey should be produced either by a land *surveyor* for undeveloped plots or a building surveyor for already developed property.

However, a detailed survey prepared by a qualified surveyor should not prevent the architect or engineer from visiting the site. A *site investigation* also includes reference to the nature of the ground under the site. Depending on the site and the proposed building, a special consultant engineer should be employed to investigate ground conditions. Usually the work of a specialist *ground consultant* includes *sinking boreholes* and *examining soil samples*.

2.4.1 Lexis: Survey

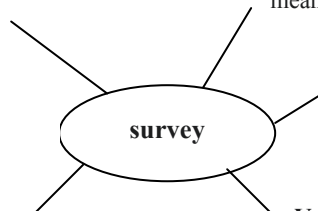
The term survey is a very complex term with several different meanings. It is both a verb and a noun. Take a look at the term survey and some collocations.

to survey: to study, inspect or examine sth, to describe the general condition of sth; in architecture this is often a plot of land or a building examined by taking measurements and preparing plans

a survey: the result of surveying, either a map, plan or report; in everyday English it can also mean an opinion poll

surveying: the process of a person preparing a map, plan or report

Noun + noun collocations:
 building surveyor
 land surveyor
 quantity surveyor
 surveying authority
 surveying vehicle



Verb + noun collocations:
 to make/perform/prepare a survey
 to commission/employ a surveyor
 to recommend a surveyor to sb
 to brief a surveyor about sth
 to instruct a surveyor to do sth

2.4.2 The Browns' plot

Tim Smith, the architect, makes a trip to the local authority's planning office the next morning. He obtains a copy of the Ordnance Survey map showing all boundaries of the site and the surrounding properties. He also receives information regarding the building lines and services.

He returns to the site equipped with a digital camera, a *levelling instrument* and a *staff*, pencil and paper. As it is easier to perform measurements in a team, a member of staff accompanies

him. The architect and his assistant spend a few hours taking measurements and photos, making a note of trees and other important features. Since the plot is on a slope and the neighbouring building to the east is quite close, the architect decides to make a rough model.

The architect chose to perform the site analysis himself, as the plot is undeveloped and very straightforward. In many cases, a surveyor would have been commissioned to perform this work. However, the architect does come to the conclusion that a soils report is necessary. He has worked with a good consultant before and recommends him to the client. The consultant is briefed by the architect and, after the client obtains an estimate of cost and time, is instructed to proceed with the work.

2.5 Communicating with the client

Architects and engineers are expected to report to their clients at various stages throughout the project. It is often difficult to decide when to contact the client in advance. Usually some kind of communication takes place whenever the client has to make a decision. Naturally there will be situations when no decision is required, but it is simply good for relations to report on progress. Take a look at the following methods used for reporting:

- Email: Over the last two decades, email has replaced most other forms of letter writing. It is used to send a quick note, but also to attach a formal letter and transmit large quantities of text and diagrams from one place to another. Unfortunately, the ease with which an email can be sent encourages the sending of messages even about the most trivial matters.
- Formal letter: Formal letters sent by post, nowadays sometimes referred to as snail mail, may seem inappropriate if the matter is fairly trivial and the aim is simply to keep the client informed. However, when it comes to documents like contracts or invoices, formal letters sent by post are indispensable.
- Phone calls: Telephone calls, either using a fixed-line or a mobile-line network, are appropriate if an immediate decision is required. Mobile phones are not only useful for making phone calls when outside the office, they can also be used to take photos on site, make some quick notes during a meeting or send a message. The language used when texting somebody is very brief, e.g. Dont w8 4 me. Back 2 office @14.30.
- Facsimile (fax): Faxes are employed for urgent matters, which need to be transmitted and received the same day. Faxes are still ideal for sending sketches directly to the building site. In comparison to an email, a fax is immediately visible.

Here are a few aspects, which should be considered when writing emails:

- Even though emails are different to formal letters, they should still be clear, use concise language, correct grammar and appropriate vocabulary.
- The structure of an email is similar to that of a formal letter in that it consists of a salutation, the body with an introduction, an appropriate ending and a close. For more information regarding the structure of letters see 11.5.2.
- The *subject line* is useful not only for telling the recipient what the email is about before it is read but also for finding the email later when it is filed away in the sender's inbox or the recipient's outbox.

2.5.1 Email

The architect sends the client an email informing him about the outcome of his visit to the local authority and some thoughts concerning the next steps.

Insert the correct words from this chapter.



photographs · site location plan · boundaries · *constraints* · planning permission · services
soils report · measurements · site · restrictions · properties · water level · ground consultant

Ground consultant

File Edit View Insert Format Tools Message Help

Send Cut Copy Paste Undo Check Spelling Attach Priority Sign Encrypt Offline

To: George Brown

Cc:

Subject: Ground consultant

Hello George

I'd just like to let you know that I was able to get the from the local planning authority. It clearly shows the and beyond these the of your future neighbours. It shouldn't be a problem to obtain for a residential building and there are luckily no major or Due to the proximity of the river and the, it is necessary to have a made. I've worked with John Taylor, a very good, who I could recommend. If you'd like me to give him a ring, please let me know.

All, except for gas, are available. I've been back to the to take some and a few

Naturally a lot of questions have cropped up. I'd therefore like to set up a meeting for next week. Wednesday or Thursday would suit me best.

I look forward to hearing from you.

Best regards

Tim

2.5.2 Register

The register of an email (how formal or informal it is) depends on the type of message you are writing and who you are writing to. An email about rescheduling a meeting might be less formal than a first enquiry or an apology. Similarly, an email to a new client will probably be more formal than an email to an old client or friend.

As you will have noticed, this email is fairly informal. Read it again and decide which words you would replace by this more formal vocabulary.



to present · to arise · to return · to contact · to inform · to receive · to arrange

2.6 Vocabulary

2.1	existing building stock residential building non-residential building extension roof extension to densify, densification urban sprawl conversion loft conversion rooflight dormer refurbishment sustainable upgrade insulation partial refurbishment remodelling load-bearing component listed building retrofit shading device maintenance servicing to demolish, demolition		Baubestand Wohnungsbau Nichtwohnbau Anbau Aufstockung verdichten, Verdichtung Zersiedelung Umbau Dachausbau Dachflächenfenster Gaube Sanierung energetische Sanierung Wärmedämmung Teilsanierung Neugestaltung tragendes Bauteil denkmalgeschütztes Gebäude Nachrüstung Verschattungselement Instandhaltung Wartung abreißen, Abriss Machbarkeit Zufahrt, Zugang Baulinien Geschosszahl Stellplatzrichtlinien geologische Bedingungen hier: Aufnahme, Untersuchung (siehe 2.4) Bodengutachten Baugenehmigung kommunale Projektierungsbehörde Bebauungsplan Denkmalerhaltungsgebiet Denkmalschutzaufgabe Genehmigungsfähigkeit Bauvoranfrage Vorschlag
2.1.1	feasibility access building lines number of storeys parking provisions geological conditions survey soils report		
2.1.3	planning permission		
2.1.4	local planning authority development plan conservation area preservation order acceptability outline application proposal		

	residential and community needs	Bedürfnisse der Anwohner u. Gemeinde
	scale	Größenordnung
	planning application	Bauantrag, Baugesuch
	scheme	Plan, Projekt
	water table	Grundwasserspiegel
	liability to flooding	Überschwemmungsgefahr
	nature of the subsoil	Bodenbeschaffenheit
	services	Hausanschlüsse, Versorgungsleitungen
2.2	site visit	Ortsbegehung
	commitments	Verpflichtungen
	terms of appointment	Bedingungen der Beauftragung
	programme of work	Arbeitsaufwand
	programme of cost	Kostenrahmen
	to inherit sth	erben
	storage facility	Abstellraum, Lagermöglichkeit
	semi, semi-detached house	Doppelhaushälfte
2.2.1	to purchase	erwerben
2.2.2	digit	Ziffer
	to hyphenate	mit Bindestrich abtrennen
	cardinal number	Grundzahl
	ordinal number	Ordnungszahl
	fraction	Bruch
2.2.3	velocity	Geschwindigkeit
	amount of substance	Stoffmenge
	electric current	elektrischer Strom
	luminous intensity	Lichtstärke
	to go metric	auf das metrische System umstellen
	unit converter	Einheiten-Umrechner
2.3	plot	Baugrundstück
	property	Immobilie, Liegenschaft
	estate	Anwesen
	developed, partially developed,	erschlossen, teilerschlossen, unerschlossen
	undeveloped adj	
	land register	Grundbuch
	standard ground value	Bodenrichtwert
	land register map	Flurkarte
	floor space index (FSI)	Geschossflächenzahl (GFZ)
	site location plan	Lageplan
	site boundary	Grundstücksgrenzen
	cadastral office	Katasteramt
	Ordnance Survey	engl. Landvermessungsagentur

	real estate	Grundbesitz, Immobilie
2.3.1	orientation	Ausrichtung, Himmelsrichtung
	adjoining adj	angrenzend
	overlooking adj	einsehend, mit Blick auf
	sewer	Abwasserleitung
2.3.2	rural adj	ländlich
	urban adj	städtisch
	dense adj	dicht besiedelt
2.3.3	gap	Baulücke
	saddle roof	Satteldach
	perimeter development	Blockrandbebauung
2.4	survey	Aufnahme, Vermessung, Baugutachten, Bestandsaufnahme eines Gebäudes, aber auch Umfrage
	levelling	Höhenmessung, Nivellieren
	surveyor	Vermessungsingenieur
	site investigation	Baugrunderkundung
	ground consultant	Bodengutachter
	to sink a borehole	Bohrloch ausheben
	to examine a soil sample	Bodenprobe untersuchen
2.4.1	surveying	Vermessungsarbeit
	surveying authority	Vermessungsbehörde
	surveying vehicle	Vermessungsfahrzeug
	opinion poll	Umfrage
2.4.2	levelling instrument	Nivelliergerät
	staff	Messlatte
2.5	subject line	Betreffzeile
	recipient	Empfänger
2.5.1	constraints	Beschränkung
	proximity to sth	Nähe zu etwas

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