

**Name:** Sabine Bucher

**Email address:** sabinebucher@gmx.net

**Course title:** Geschäftssprache Deutsch

**Track:** A-Track

**Language of instruction:** German

**Contact hours:** 72 (6 per day)

**ECTS-Credits:** 4

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### **Course description**

The course focuses on improving the speaking and writing skills of students in the German day-to-day business life, i.e. on their ability to write, present and communicate on the telephone within the office and the company, as well as to prepare and hold lectures and presentations. Additionally we focus on carrying out directives and negotiations, writing CVs and letters of application. Within these sections your grammar and vocabulary will be strengthened.

### **Student profile**

Students with knowledge of German at least on a B2 (Advanced Intermediate) language proficiency level who wish to improve their speaking and writing skills in Business German.

### **Prerequisites**

Knowledge of German at least on the B2 (Advanced Intermediate) proficiency level of the Common European Framework of Reference for Languages.

### **Course Requirements**

Participation in class, at excursions, in the midterm and final exams.

### **Grading**

30% attendance and active participation in class

30% midterm exam

40% final exam

### **Literature**

Textbook: "Unternehmen Deutsch", Klett Publishing House

**Course schedule**

<b>Date</b>	<b>Program</b>
Monday, July 19, 2010	<p>Introduction</p> <ul style="list-style-type: none"> <li>- Official welcome, writing a welcome letter, discussion and presentation</li> <li>- Companies: day-to-day office life, company visit</li> <li>- City trips, events and presentation of the city</li> </ul>
Wednesday, July 21, 2010	<ul style="list-style-type: none"> <li>- Business firms and companies</li> <li>- Business fields and business lines</li> <li>- Strength, structure, history and portrait of companies</li> <li>- Exercising presentations and preparation for the first midterm exam</li> </ul>
Thursday, July 22, 2010	<ul style="list-style-type: none"> <li>- Company organization, structure, day-to-day business life and competences</li> <li>- Presenting a company</li> </ul>
Monday, July 26, 2010	<ul style="list-style-type: none"> <li>- Presentations of companies, first part of the midterm exam (the other part will be the written formulation)</li> <li>- Labour and environmental protection realized by companies</li> <li>- German insurances</li> <li>- Working out questions for the excursion to a company</li> </ul>
Wednesday, July 28, 2010	Visit to a German company
Thursday, July 29, 2010	<p>Discussion about excursion</p> <ul style="list-style-type: none"> <li>- Sending and receiving assignments via telephone, letter, fax or email</li> <li>- Efficient telephone communication</li> <li>- Task of experimental game: sales targets and decisions, aims for turnover and measures to boost</li> <li>- Presentation and discussion</li> </ul>
Monday, August 2, 2010	<ul style="list-style-type: none"> <li>- Human resources within companies</li> <li>- Agreements on targets, management and assesment</li> <li>- Berlin as location of industry and commerce</li> <li>- Teamwork: Preparing the 2nd excursion to the Potsdamer Platz</li> </ul>
Wednesday, August 4, 2010	Excursion II: Potsdamer Platz
Thursday, August 5, 2010	<p>Excursion feedback</p> <ul style="list-style-type: none"> <li>- Inquiries, modifications and complaints: written or by telephone</li> <li>- Customer service and satisfaction</li> </ul>
Monday, August 9, 2010	<ul style="list-style-type: none"> <li>- The German educational system in an international scale comparison</li> <li>- Presenting various educational systems</li> <li>- The German labour market in comparison</li> </ul>

	- Writing CVs and letters of applications
Wednesday, August 11, 2010	- Presenting letters of application and CVs - Role plays: Job interview - Final exam preparations
Thursday, August 12, 2010	Final exam