

### 4. German Language for Professionals

#### Entry Levels

Minimum German CEF level A2

#### Daily Teaching Sessions

**Morning:** 4 x 45 minutes (3 hours)  
Monday to Friday

**Afternoon:** 2 x 45 minutes  
(1 hour 30 minutes)  
Monday to Friday

**Total course contact hours:**  
22,5 hours (30 lessons) per week

Maximum class size  
in the morning 12  
in the afternoon 6

#### German Course delivered by:

##### GLS Sprachenzentrum Berlin

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#### This course is aimed at non-native speakers of German who

- intend to teach business and economic subjects through the medium German or
- want to develop their language skills within their subject or
- need to develop their language skills in order to communicate within international projects in a business context

#### Objectives

The intention is to equip those working with German with Business language and communication skills valid for use in educational, social and vocational contexts.

The course is a combination of General German and Business German. It develops all aspects of the language – listening, speaking, reading and writing. In addition it deals with typical business situations in German and develops the participants German language skills for these areas. Overall, the course will help increase the participants' abilities to teach and communicate in Business German efficiently and successfully.

#### Preparation

##### Pre-course Preparative Modalities:

- Level Test (online test and interview)
- Linguistic questionnaire/needs analysis
- Interview at the first day
- Read business magazines and newspapers in German and watch the news/business programmes on German TV to familiarize yourself with business vocabulary and German current/business affairs.

#### Practical Arrangements

##### Intra-Course Modalities offered by the Course Provider

- Course Tutor
- Learning materials included
- Free access to school study centre
- Free wifi
- Participants' Evaluation Feedback
- 24 hr Emergency Number
- Accommodation service
- Optional cultural activities and visits
- Pastoral service

#### Follow up provided

##### Post-Course Modalities

- Linguistic Profile based on Common European Framework of Reference
- A Certificate of Attendance and Achievement
- Europass Mobility

## 4. German Language for Professionals

### Course Topics

#### Listening Skills

Listening skills will be practised extensively, using a variety of activities and tasks, to enable students to be able to process the information and become more confident in this skill.

#### Speaking Skills

Speaking will be an integral part of lessons. Students are given the opportunity to express their ideas in a relaxed classroom atmosphere, by use of a range of activities to encourage communication.

#### Reading Skills

A variety of reading activities is used to encourage students to develop the various reading skills that are needed to read effectively.

#### Writing Skills

Writing will be practised to develop accuracy. Writing activities may also be set for homework.

#### Grammar Awareness

Grammar for effective communication will be presented and practised at all levels.

#### Vocabulary

Vocabulary is a key element in learning a foreign language. Various activities to encourage the acquisition of vocabulary are an integral part of the course.

## Course Content and Strategies

Interested students are tested in advance to ensure they meet the B1 entry requirement.

This course is designed to prepare students who wish to use their German in a professional context. Morning lessons will concentrate on General German (listening, speaking, reading, writing, grammar, vocabulary). Afternoon lessons will concentrate on professional German used in the workplace. A wide range of business related topics and materials is used. Role-Play is based on realistic case studies.

The class tutors are responsible for the class's progress and academic welfare. Homework is set and student progress is discussed their progress and ways to maximize their language skills.

## Sample 5-Day Programme

Course contact hours: 22,5 hours per week

**This is a sample schedule which may be adapted to suit the participants' needs.**

WEEK 1	Day One	Day Two	Day Three	Day Four	Day Five
9.00-10.00 (1 <sup>st</sup> day)	Welcome	Lessons will be topic based with new language being presented through a variety of listening, speaking and reading tasks. The lessons will follow an integrated approach to enable all 4 skills (reading, writing, listening and speaking) to be developed. Morning lessons will involve grammar presentation and practice, as well as activities to help with the acquisition of key vocabulary.			
09.00-12.30	Testing and Evaluation				
Lunch Break					
13.15-14.45	Business German: In groups of max. 6 participants business vocabulary and language communication skills are practiced in typical business situations such as: Personal introductions, product presentations, participating in meetings, social situation, buying and selling etc.				
Homework is set every day to consolidate progress made and extra work can be done in the Study Centre.					

<b>Sat and Sun</b>	<b>INFORMAL LEARNING: personal research, cultural visits and activities, practising language skills</b>
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## Outcomes

- Improving Business German Language skills: fluency and authenticity
- Improving confidence in using the language
- Classroom vocabulary in German
- Developing communicative skills
- Teamwork, interpersonal attributes
- Deeper sensitivity to cultural diversity
- Better understanding of students' needs and behaviour in class
- Knowledge of Erasmus+ potential for professional development