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BUSINESS GERMAN LANGUAGE COURSES

DEUTSCH INTERAKTIV[©] - 1. NIVEAU

The Course

The course is designed for people with very little or no knowledge of German.

The course approaches general and business topics such as regular activities, business conversations and basic dialogues necessary in everyday situations. The information is structured mainly for the present.

Learning outcome

- You will be able to carry out simple conversations with your German business partners without an intermediary
- You will develop written communication in German
- You will develop general communication abilities due to the practical applications
- Giving and getting general and specific information on regular topics for a company
- Understanding and editing simple office documents
- Describing present experience
- Having usual conversations with native speaker

Course details

Minimum 1, maximum 10 participants in a group.

Duration : 36 hours

Trainers : Ramona Ababei

AGENDA

1. HALLO! ICH HEISSE MAX. WIE HEISST DU?

- Personal introduction
- Introducing a third person

2. WIE SPÄT IST ES?

- Counting to 30
- Telling time
- Days of the week
- Months

3. WAS MACHST DU HEUTE?

- Counting from 30 to 60
- Talking about the daily schedule

4. GUTEN TAG! HIER LUDWIG

- Asking for information on the phone
- Being polite
- Counting to 100

5. ICH MÖCHTE EIN BIER, BITTE!

- Ordering food
- Asking for the bill
- Talking about food
- Counting to 100

6. HIER ARBEITET MAX

- Describing communication means in the office
- Position of objects
- Comparing objects

7. MEINE KOLLEGIN

- Describing another person
- Comparing personal qualities

8. ICH WOHNE IN BUKAREST

- Describing your city
- Getting around in your city
- Giving your address

9. ICH ARBEITE BEI 'INTERACT'...

- Describing the activities from your company
- Brief description of several professions

10. MEINE FAMILIE

- Talk about leisure and future plans
- Describe family and relatives

11. WIE WAR'S GESTERN?

- Talk about the past
- Tell the date

12. DAS IST MEIN LEBENS LAUF

- Describe professional experience
- Draft your CV

13. EIN PARTNER KOMMT ZU BESUCH

- Greeting foreign guests
- Planning a trip for your guest

14. BESTÄTIGEN SIE, BITTE...

- Draft e-mails, official letters

15. IN DER BANK

- Understanding and filling out banking forms

GRAMMAR

Personal pronouns, regular verbs, adjectives, modals, prepositions