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# **BUSINESS GERMAN LANGUAGE COURSES**

## **DEUTSCH INTERAKTIV<sup>©</sup> - 2. NIVEAU**

### **Overview of the course**

This course is the best choice for people who already have command of German and can carry out simple conversations in the present. The topics include the vocabulary necessary to manage communication in a business environment, but also general themes. They offer the tools to solve practical business situations, such as writing e-mails, reports or the CV. The grammar topics covered in the course are presented in pragmatic, hands-on contexts. All these tools help participants improve their conversational skills.

### **Is this course for me?**

The course is designed for people with a basic grasp of German who want to develop their skills in order to use this language successfully in business situations.

### **What's in it for me and my organisation?**

The participants to the course will be able to relate better to their widened portfolio of German business partners, whether in speaking or in writing.

### **What will I learn?**

- Giving and getting general and specific information on regular topics for a company
- Understanding and editing simple office documents
- Carry out formal or informal conversations with native speakers
- Arguing own opinions
- Drafting a presentation
- Managing negotiation situations

### **Details of the course:**

Maximum 10 participants in a group

Duration: 45 hours

Trainer : Ramona Ababei

## AGENDA

### 1. Ein Geschäftspartner kommt zu Besuch

- Carry out a formal or informal conversation with a business partner

### 2. Die Geschäftsreise

- Compare offers and argument your choices
- Express and argument an opinion

### 3. Der Messebesuch

- Present the company you work for
- Talk about your clients and the market segment

### 4. Das Bewerbungsschreiben

- Describe your professional responsibilities
- Draft your CV according to the German model

### 5. Das Bewerbungsgespraech

- Carry out a job interview as the employer
- Talk about your professional experience

### 6. Der Arbeitsvertrag

- Draft your job description
- Understand and draft business correspondence

### 7. Das Mitarbeitergesprach

- Prepare a business presentation
- Argument own point of view

### 8. Die Fortbildung

- Find the appropriate training techniques
- Set objectives and action plans

### 9. Die Produktpraesentation

- Describe benefits and qualities of a product

### 10. Die Verkaufsverhandlung

- Carry out negotiation
- Persuasion techniques

### 11. Die Kundengewinnung

- Talk about ads and advertising messages

### 12. Das Telefonat

- Carry out a phone conversation
- Place and receive orders

### 13. Die Lieferung

- Talk about suppliers and delivery terms and conditions

**14. Die Bankangelegenheiten**

- Present and analyse financial results

**15. Die Sitzung**

- Set the agenda and objectives of a meeting
- Deliver a presentation during a meeting

**16. Die Meinungsverschiedenheit**

- Present arguments and counter-arguments
- Suggest solutions to a problem

**17. Die Kundenbeschwerde**

- Make a complaint
- Give feedback

**18. Die Produktion**

- Present production methods and processes