

Business German One COURSE CONTENT SUMMARY

The following is an approximate list of content covered during term 1 & 2 of the course.

This course is designed for those with little or no previous knowledge of the language.

If you know more than 65% of the content in the course, your level is too advanced, and you should check the content of German Beginners Two.

Topics:

- greetings and introductions (giving and spelling one's name)
- countries, nationalities (stating where you come from)
- professions (providing details of your job - preferred or current)
- studies and areas of interest
- basic facts about the three German-speaking countries (Germany, Austria, Switzerland)
- being able to understand and send basic emails and texts - privately and professionally
- naming office furniture
- making appointments and finding out about meetings and trade fairs (dates and times)
- being able to introduce one's company / firm
- food and drink (ordering and paying for food, for pleasure and with clients)
- how to engage in basic small talk with clients / customers
- giving and being able to follow directions
- invitations / making suggestions (by email / phone)

Grammar points:

- alphabet and numbers
- forming w-questions (was, wie, wo, wer, warum) - interrogatives
- the imperative
- asking closed yes / no questions
- gender (der / die / das) and plural forms
- the present tense - conjugation with regular (weak) verbs and sein / haben (to be / to have)
- negation with nicht / kein
- the nominative and accusative cases (subject and object of sentence)
- modal verbs in the present tense (müssen / können / sollen / dürfen / wollen)
- prepositions
- word order
- coordinating conjunctions

- possessive adjectives (my / your / his / her / its / one's / our / their)

Spoken and Written Language Emphases

- greetings in each of the three German-speaking countries
- introducing yourself and giving information about others
- spelling your name
- asking formal and informal questions
- making appointments (telling the time, stating and understanding numbers, times and costs / prices)
- understanding and participating in simple interviews / conversations with colleagues
- discussing one's place of work and day-to-day activities / tasks
- making and responding to suggestions and invitations
- booking a table - online and in person / on the phone
- ordering a meal / a drink
- stating likes and dislikes
- understanding and responding to a removal firm's advertising brochure
- describing the requirements / services of a removal firm (national and international)
- asking and giving directions

Other

- formal and informal use of 'you' and ways of addressing others
- compound nouns - for example: Donaudampfschiffahrtsgesellschaftskapitän (!)
- basic computer / IT terminology
- foreign words - derivations and how to recognise gender
- pronunciation (ie / ei / Umlauts)
- intonation with greetings / to give emphasis / when showing agreement or disagreement

Book:

Farmache, Andreea, *DaF im Unternehmen: Kurs- und Übungsbuch A1 + Audios und Filmen online*. Ernst Klett Sprachen, Stuttgart 2015. (ISBN 978-3-12-676440-7)

