




Term 1 2018-2019

Course Code & Title:	GERM3041 German for Professional Communication	
Language of Instruction: German/English	Units: 3	

Course Description
<p>The course aims at introducing the basic features of spoken and written business-related and official German language use. Through different types of activities that enhance reading, listening, speaking and writing skills, the students will be able to handle different kinds of business-related and official situations in German confidently. Emphasis is put on the language use of German in genuine professional occasions such as telephone communication, reading and writing official letters, reading job offers, submitting job application, and preparing and attending job interviews.</p> <p>Prerequisite: GERM3000, 3001, 3002, 3050 or 3051.</p>

Learning Outcomes
<p>After taking this course, students are expected to:</p> <ul style="list-style-type: none"> <li>- have attained and increased the functional German language abilities in business-related and official contexts.</li> <li>- understand oral and written business-related and official messages in German.</li> <li>- make up oral and written messages of business-related and official communication in German.</li> <li>- be able to respond to a direct exchange of information on familiar and routine business-related and official matters in German.</li> <li>- understand job ads and make up proper application documents.</li> <li>- be able to successfully conduct a job interview in German.</li> </ul>

Course Content		
Units	Topics	Grammatical/Cultural Phenomena
Introduction into spoken German business language I	<ul style="list-style-type: none"> <li>- Introducing yourself</li> <li>- Conducting small talk</li> <li>- Expressing politeness</li> </ul>	<ul style="list-style-type: none"> <li>- Use of in/formal “you” in German-speaking countries</li> <li>- Subjunctive</li> </ul>
Introduction into spoken German business language II	<ul style="list-style-type: none"> <li>- Conducting phone calls formally/informally</li> <li>- Basic enquiries</li> <li>- Simple business-related role plays</li> </ul>	<ul style="list-style-type: none"> <li>- Appropriate behavior on the telephone in German-speaking countries</li> <li>- Use of questions, subjunctive and imperative for addressing enquiries</li> </ul>

Introduction into written German business language	<ul style="list-style-type: none"> <li>- Features of official language (structures, lexis, etc.)</li> <li>- Reading and understanding basic features of simple official letters/e-mails</li> <li>- Making up simple official letters and e-mails (complaint, enquiry, ...)</li> </ul>	<ul style="list-style-type: none"> <li>- Introduction of passive sentences</li> <li>- Noun-verb-combinations as part of official language</li> <li>- Appropriate creation of official letters in German-speaking countries</li> </ul>
Job ads and application	<ul style="list-style-type: none"> <li>- Reading and understanding basic features of job ads</li> <li>- Making up job applications</li> <li>- Making up CVs</li> </ul>	<ul style="list-style-type: none"> <li>- Gender-aspects of job ads</li> <li>- Coordinating and subordination conjunctions as a means of text coherence</li> <li>- Introduction of simple past tense</li> </ul>
Job interview	<ul style="list-style-type: none"> <li>- Understanding basic features of job interviews in German-speaking countries</li> <li>- Preparing for a job interview</li> <li>- Conducting a job interview</li> <li>- Dealing with difficult situations during the interview</li> </ul>	<ul style="list-style-type: none"> <li>- In/appropriate questions during job interviews in German-speaking countries</li> </ul>

Learning Activities							
Interactive classwork[1] (hr) in / out class		Extra-curricular activities (hr) in / out class		Web-based teaching (hr) in / out class		Homework / Self-study (hr) in / out class	
3			0.5		0.5		3
M			O		M		M

M = Mandatory / O = Optional

[1] Interactive classwork focuses on student-centered activities as pair work, group work, role-playing and student-teacher interaction.

Assessment Scheme		
Task nature	Description	Weight
Participation in class	Active participation in class activities	10 %
Homework	Regular fulfilment of homework given by the teacher	10 %
Midterm test	Listening comprehension, reading comprehension and grammar	15 %
Written assignment	Submission of a job application and respective CV	25 %
Oral test	Conducting a job interview	25 %
Final test	Including grammar, vocabulary, reading comprehension, listening and writing.	15 %

Notes:

You are required to arrive on time.

You are required to attend at least 75% of the class. Treat 75% attendance as the minimum, not the maximum.

The success of your own learning will highly depend on your attendance.

**Should you miss more than 25% of the class, you will automatically fail the course.**

If you are unable to attend, get informed about what content and homework you missed and make it up yourself.

Learning Resources	
<b>Course Materials</b>	
provided by the lecturer (online and/or print)	
<b>IT Resources</b>	
wirtschaftsdeutsch.de	
<b>Readings &amp; Library Resources</b>	
Becker, J./ Merkelbach, M. (2013): <i>Pluspunkte Beruf. Deutsch am Arbeitsplatz.</i> <b>[German at the workplace]</b>	
Brill, L. M./ Techmer, M. (2009): <i>Briefe, E-Mails &amp; Co. Beispiele und Übungen.</i> <b>[letters, e-mails &amp; more. Examples and exercises]</b>	
Fügert, N./ Richter, U. A. (2009): <i>Bewerbungstraining. Kursmaterial Deutsch als Zweitsprache.</i> <b>[Job application training. Course material for German as a second language]</b>	
Wergen J./ Wörner, A. (2013): <i>Bürokommunikation Deutsch. Musterbriefe, Textbausteine und Übungen für jeden geschäftlichen Anlass.</i> <b>[Office communication German. Sample letters, text modules and exercises for every business occasion]</b>	

Schedule (Subject to change):

Week	Date	Remarks	Assignments	Content
Week 1	Sep 3-9	Sep 3 (Mon) classes suspended until 1:30 pm		Introduction into spoken business language I
Week 2	Sep 10-16	Online add drop		
Week 3	Sep 17-23	Department add drop until Friday, 21.9. <b>(only exceptional cases)</b>		Introduction into spoken business language II
Week 4	Sep 24-30	Sep 25 (Tue) The day following Mid-Autumn Festival		
Week 5	Oct 1-7	Oct 1 (Mon) National Day		Introduction into written business language
Week 6	Oct 8-14			
Week 7	Oct 15-21	Oct 17 (Wed) Chung Yeung Festival	<b>Midterm Test</b>	
Week 8	Oct 22-28			Job ads and application
Week 9	Oct 29-Nov 4			
Week 10	Nov 5-11		<b>Written assignment</b>	
Week 11	Nov 12-18	Nov 15 (Thu) 85th Congregation for the Conferment of Degrees		Job interview
Week 12	Nov 19-25			
Week 13	Nov 26-Dec 2		<b>Oral Test</b>	
	December	Centralized Exam Period	<b>Final exam</b>	

Class sections and teachers' contact details:

Class	Time	Classroom	Weeks	Teacher	Email
GERM3041	Tu 2:30PM - 05:15PM	ERB 405	12	Mr. Florian TACK	florian.tack@cuhk.edu.hk

### General Contacts:

Contact	Telephone	Email	Office
Course Coordinator: Florian Tack	3943 3219	florian.tack@cuhk.edu.hk	209, Leung Kau Kui Building
General Office	3943 9836	lin@cuhk.edu.hk	G17, Leung Kau Kui Building <b>Office Hours: Monday to Thursday:</b> 8:45am to 1:00pm and 2:00pm to 5:30pm <b>Friday:</b> 8:45am to 1:00pm and 2:00pm to 5:45pm

### Academic Honesty and Plagiarism

Attention is drawn to University policy and regulations on honesty in academic work, and to the disciplinary guidelines and procedures applicable to breaches of such policy and regulations. Details may be found at <http://www.cuhk.edu.hk/policy/academichonesty/>.

With each assignment, students will be required to submit a signed declaration that they are aware of these policies, regulations, guidelines and procedures. For group projects, all students of the same group should be asked to sign the declaration.

For assignments in the form of a computer-generated document that is principally text-based and submitted via VeriGuide, the statement, in the form of a receipt, will be issued by the system upon students' uploading of the soft copy of the assignment. Assignments without the receipt will not be graded by teachers. Only the final version of the assignment should be submitted via VeriGuide.

### Feedback for Evaluation

Our language programme highly values students' feedback and comments and is happy to use them for reflection on our teaching and improvement. Students are very welcome to provide comments and feedback on the course any time to their course teacher or the course level coordinator through email or in personal conversation. In addition, students' feedbacks will be collected in the middle of the term through an open-end questionnaire and the teacher will discuss the feedbacks in class and make improvements if necessary. The course will also follow the university's course evaluation exercise at the end of the term, and students' feedbacks will be used for future course planning and teaching.