

The University of Toronto
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German 272H (Business German)

Text: Deutsch im Berufsalltag Hager, Michael, Cenage Publishing.
One good German/English-English/German dictionary

Course Objectives: This course is designed as a second year language course for students who have completed at least 2.5 years of college German or the equivalent. Course objectives are to increase the student's proficiency in the four skills (speaking, listening, reading and writing) - with special emphasis on selected German business topics to assist students in better understanding the German business world.

Grade Weighting Scale:

2 tests	= 40%
Roleplay	= 20%
2 writing assignments (1st assign = 10%; 2nd = 15%)	= 25%
Active Class Participation	= 15%

Attendance: Each student enrolled in this German language class is allowed a **MAXIMUM OF 3 UNEXCUSED ABSENCES. FOR EACH SUBSEQUENT UNEXCUSED ABSENCE, A STUDENT WILL INCUR A 10% PENALTY OFF THE CLASS PARTICIPATION GRADE OF THE COURSE.** An excused absence is defined as one that has been validated--preferably in writing--by a physician, clinic, dean or a person of authority. Absenteeism inherently has indirect bearing upon all other aspects of the grade weighting--homework assignments and test items are based on tasks, activities and information integrated into class time instruction.

Test policy: Tests are given usually midsemester and at the end of the semester. Each test will last 50 minutes. *Note that there is **no** comprehensive final during finals week.*

Though test formats are not "fixed" and may be subject to change as the course develops, several or all of the following parts may be found in the format of each unit test:

Allgemeine Fragen: 4-5 general questions from each unit discussed in class.

Leseverständnis: A short reading passage incorporating the topics and vocabulary from the most recent units tests students' reading comprehension

Fragen zu den Lesetexten: General questions pertaining to the content and cultural information from reading selections covered in the course.

Vokabeln: This section tests students' recall of vocabulary items. Words derive from the most recent unit texts.

Grammatik: General questions pertaining to the grammar points reviewed in class.

Role Play: Students will form groups of three or four participants and develop and

present a mock German job interview that should last at least 3 to 5 minutes for each member of the group. So if there are four group participants, the interview would last approximately 20 minutes. Each participant will receive a mark for the quality of his/her role in the interview. No group grades.

Class participation: Class participation depends on several factors. Your regular attendance in class is paramount. However, just showing up to class is not enough! It is expected that you actively take part in class work, discussions and if for some reason you don't understand or follow what your instructor expects of you, it is your responsibility to ask. This also applies to group work. Just sitting in a group isn't enough to get a decent grade for class participation! Those, who regularly attend class, actively take part, and produce excellent German, will receive a grade of at least 80%. Those, who regularly attend class, take part, and produce good German, will receive a grade of at least 70%. Those, who regularly attend class, take part, and produce acceptable German will receive a grade of at least 60%.

Writing assignments: There will be two writing assignments. The first assignment is a *Lebenslauf* and the second is a *Bewerbungsschreiben*.

Academic Integrity Statement: Academic integrity is defined as the pursuit of scholarly activity in an open, honest and responsible manner. All students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Dishonesty of any kind will not be tolerated in this course. Dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will receive academic sanctions and will be reported to the University's Judicial Affairs office for possible further disciplinary sanction.

Disability Access: The university encourages qualified people with disabilities to participate in its programs and activities and is committed to the policy that all people shall have equal access to programs, facilities, and admissions without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by province or federal authorities. If you anticipate needing any type of accommodation in this course or have questions about physical access, please tell the instructor as soon as possible.

German 272 (Business German) 2018

Vorläufiger Semesterablauf

1. Woche Einführung
 Segment 1

2. Woche	Segment 1
3. Woche	Segment 1
4. Woche	Segment 1
5. Woche	Segment 1
6. Woche	Segment 1 Rollenspiele Test eins am Freitag dieser Woche
7. Woche	Rollenspiele Management
8. Woche	Management
9. Woche	Management
10. Woche	Management
11. Woche	Segment 2
12. Woche	Segment 2 Test zwei am letzten Tag im Semester