

The University of Toronto

## INTRODUCTION TO BUSINESS GERMAN

German 272HS L0101 / Spring 2016

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Class meets on **Mondays 12 – 2 pm, Wednesday 12 – 1 pm/Room TBA**



### DESCRIPTION

Why learn business German? Here are a handful of reasons: For the last years Germany's economy is booming and attracts business partners and qualified individuals not only from the European Union, but also from overseas. The already existing economic, financial and commercial bonds between Germany and Canada will now –after CETA is being put into effect – become even stronger. The big German market offers many Canadian companies the possibility for an international expansion. A case in point is the latter purchase of Galeria Kaufhof, German's oldest department store chain, by the Toronto-based Hudson's Bay. Both, global-scale and smaller companies in Germany, Austria and Swiss offer attractive work places and career possibilities. A great number of German corporations have branches in Canada. The German companies as well as many other companies in Canada name the knowledge of German as an asset or even a requirement when seeking for new employees.

This course is being designed to present an introduction to the language typically used in business settings in German-speaking countries. It will help students to develop an understanding of the German corporate culture. The students will learn and practice language used in business-related context. The language practice will comprise all four skills, i.e. listening, reading, speaking and writing. The students will be given plenty of opportunity to expand their vocabulary and practice grammar for further accuracy and fluency.

This course is designed as a second year language course for students who have completed 2 years of college German (GER100 & GER 200), or equivalent.

Class periods will be devoted mostly to communicative and interactive exercises. In order to participate successfully in these activities, preparation at home and regular class attendance are paramount.

## Herzlich Willkommen und viel Erfolg

### COURSE GOALS

By the end of the course the students will be able to:

- use business-related vocabulary in speaking and writing,
- apply effective communication strategies in business related settings,
- demonstrate competency in business-related writing and conversation,
- better orient themselves in specific business-oriented situations.

### REQUIREMENTS / EVALUATION

|                                    |     |
|------------------------------------|-----|
| 2 Tests (mid-term and final)       | 40% |
| 1 oral in-class presentation       | 20% |
| 2 writing assignments (10% + 15%)  | 25% |
| Attendance and class participation | 15% |

### MATERIALS

**Textbook: Deutsch im Berufsalltag** Hager, Michael, Cenage Publishing (available for purchase at UofT Bookstore);

Additional handouts distributed during the term based on the textbook: **“Im Beruf”** Müller, Annette, und Sabine Schlüter. München: Hueber Verlag. 2014; Kursbuch und Arbeitsbuch.

### ATTENDANCE

You are expected to attend all classes and arrive on time. Each unexcused absence will count as 5% against attendance mark. An excused absence is defined as one that has been validated 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.

### 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 do not understand or follow what your instructor expects of you, it is your responsibility to ask. This also applies to group work. 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%.

### 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, using online translators, 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. Please visit <http://www.governingcouncil.utoronto.ca/policies/behaveac.htm> for additional information on the code of behavior on academic matters.

## DISABILITY ACCESS

The department 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 provincial or federal authorities. If you anticipate needing any type of accommodation in this course or have questions about physical access, the classrooms as well as course materials, please contact Accessibility Services and visit <http://studentlife.utoronto.ca/accessibility> or [disability.services@utoronto.ca](mailto:disability.services@utoronto.ca) as soon as possible.

## TENTATIVE COURSE CALENDAR

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|---------|--|
| Week 1  | Einführung. Vorstellung.<br>Stellensuche. Stellenanzeigen. (Segment 1, Abt. 1)<br>Du oder Sie? Kunden und Kollegen begrüßen  |
| Week 2  | Der Werdegang. (Segment 1, Abt. 2)<br>Seinen Beruf vorstellen  |
| Week 3  | Der Lebenslauf (Segment 1, Abt. 3)<br>Eine Stellenausschreibung verstehen  |
| Week 4  | Eine Bewerbung schreiben (Segment 1, Abt. 4)<br>Ein Anschreiben und ein Vorstellungsgespräch verstehen                       |
| Week 5  | Das Vorstellungsgespräch – Vorbereitung (Segment 1, Abt. 5)<br>Ein Anschreiben verfassen und ein Vorstellungsgespräch führen |
| Week 6  | Das Vorstellungsgespräch – Rollenspiele (Segment 1, Abt. 6)<br>An einer Besprechung teilnehmen                               |
| Week 7  | Am Empfang (Segment 2, Abt. 1)<br>Unternehmensstrukturen verstehen <b>Test 1</b>   |
| Week 8  | Das Büro (Segment 2, Abt. 2 und 3)<br>Anweisungen geben und darauf reagieren   |
| Week 9  | Präsentationen. Berufliche Kommunikation (Segment 2, Abt. 4)<br>Ein Problem beschreiben und um Hilfe bitten                  |
| Week 10 | Präsentationen. Die Mangelrüge (Segment 2, Abt. 5)<br>Eine Beschwerde beantworten  |
| Week 11 | Termine absagen und verschieben. Präsentationen.   |

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| Week 12 | Wiederholung. | <b>Test 2</b> |
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