



COURSE DESCRIPTION CARD - SYLLABUS

Course name

German in business

Course

Field of study

Civil Engineering

Area of study (specialization)

Construction Engineering and Management

Level of study

Second-cycle studies

Form of study

full-time

Year/Semester

1/2

Profile of study

general academic

Course offered in

German

Requirements

elective

Number of hours

Lecture

0

Laboratory classes

0

Other (e.g. online)

0

Tutorials

25

Projects/seminars

0

Number of credit points

3

Lecturers

Responsible for the course/lecturer:

mgr Ewa Kapalczynska

Responsible for the course/lecturer:

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Jednostka Międzywydziałowa

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Prerequisites

The student beginning this module should possess A2/B1 language competence as described by CEFR. He should have mastered the grammar structures as well as general vocabulary. He should be able to use different sources of information and understand the need to widen his competence. He should be able to work individually and in a team.

Course objective

1.Enable the student to achieve language competence B1 (CEFR).

2. Improve the student's skills in using academic and business language in all four linguistic skills.



3. Equip the student with the language and skills he needs to succeed in an international working environment and everyday life.

4. Improve the ability to work in a team.

Course-related learning outcomes

Knowledge

As a result of the course, the student ought to acquire field specific vocabulary related to the following issues: work in the company, meetings, business correspondence, writing e-mails, recruitment proces. The student is able to define and explain associated terms, phenomena and processes.

Skills

1. As a result of the course, the student is able to give a talk on field general topic (in German) .

2.The student is able to discuss general and field specific issues using an appropriate linguistic and grammatical repertoire .

3.The student is able to formulate a text in German where he/she explains/describes a selected field specific topic .

Social competences

1. As a result of the course, the student is able to communicate effectively in a field specific/professional area, and to give a successful presentation in German.

2.The student is able to recognize and understand cultural differences in a professional and private conversation, and in a different cultural environment.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Formative assessment: tests during academic year (written and oral) presentations. Summative

assessment: credit. To obtain a positive assessment the student is obliged to pass the material covered by the program with at least 50%.

Programme content

Business correspondence – formal letters - CV, a letter of complaint, email, notes, summary. Students learn about the rules and get to know the vocabulary required to conduct formal and business correspondence in German. The ability to write formal letters (style, grammar, vocabulary) is evaluated on tests.The general-academic and professional topics are related to: studies, working practice and working abroad, integration problem, key qualifications of an engineer, the significance of cultural differences in everyday and professional life, misunderstandings related to cultural differences, verbal and non-verbal communication, small talk, arranging and postponing meetings.

Teaching methods

1.Presentation, analysis of topics/problems through examples shown on the board, lexical and grammatical tasks,



- 2. Language practice: discussion, teamwork, case study, linguistic and integration games,
- 3. Student's individual work, reading and listening comprehension exercises, writing practice.

Bibliography

Basic

- 1. Becker, J./Merkelbach, M.: Deutsch am Arbeitsplatz, Pluspunkte Beruf, Cornelsen, Berlin 2013
- 2. Sander, I./Grosser, R.: DaF im Unternehmen, Ernst Klett Sprachen, Stuttgart 2016.

Additional

- 1. Jin, F./Foß, U.: Grammatik aktiv, Cornelsen, Berlin 2018
- 2. Professional literature (online resources)

Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3
Classes requiring direct contact with the teacher	25	1,0
Student's own work (literature study, preparation for classes, preparation for tests and credit) ¹	50	2,0

¹ delete or add other activities as appropriate