

BUSINESS GERMAN I

01:470:313:01

Class Meetings: M/W 2:50-4:10 p.m.

craigbcm@aol.com

Location: Mondays—Hardenbergh Hall B-2

Wednesdays—Hardenbergh Hall B-3

Office Hours: German House, 172 College Avenue

M/W 1:30-2:20 p.m.

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Fall 2010

Course Description:

Development of effective communication models with emphasis on the terminology of economics. Treatment of basic principles governing organizations in German speaking countries.

Prerequisites:

German 01: 470: 232 or equivalent, or with permission of instructor.

Learning Goals:

1. Each student shall become proficient in the basics of Business German so that he/she will be able to converse in person or by telephone with German speaking counterparts.
2. Each student will attain a level of basic competency in German business practices.
3. All students will acquire a business acumen and skill of communicating with potential German employers and co-workers sufficient to comprehend the unique culture and procedures of a German speaking company.

Language of Instruction:

German, with English used in special technical expressions.

Required Texts:

Becker, Braunert, Schlenker. *Grundkurs Lehrbuch. Unternehmen Deutsch* (Stuttgart: Klett, 2004).

_____ *Grundkurs Arbeitsbuch* (Stuttgart: Klett, 2005)

Audio-CDs for above.

Assignments:

Specific assignments will be made in class concerning material to be covered and the corresponding homework. Special assignments must be completed and submitted in timely fashion, typed and DOUBLE SPACED.

Tests:

There will be two (2) written tests/quizzes and one final examination. Dates and format will be announced. There will be one oral presentation (Referat), the corrected, written version of which will be due prior to the final examination. Date and topic to be announced.

Grading:

Two tests/quizzes	30%
Oral presentation	20%
Class participation and attendance	20%
Written homework	10%
Final examination	20%

Attendance:

All students must attend regularly and arrive prepared. Those who miss more than two (2) class sessions without a compelling excuse (e.g., a doctor's or college dean's note) should expect a one-step reduction in the course grade (i.e. an A becomes a B+, etc.) Note: It is the responsibility of students who have been absent (for any reason) to find out what they have missed and obtain material that may have been handed out.

Plagiarism:

Plagiarism is an extremely serious matter, and can lead to a student's failing the course and being referred to his or her dean for disciplinary action. When referring to ideas other than your own, always acknowledge your sources clearly and completely, whether you are quoting or paraphrasing. Please see the University's policies on academic integrity at:

<http://teachx.rutgers.edu/integrity/policy.html>,

and discuss with your instructor any questions you may have about this and related issues.

Photocopies:

The Department will need to collect from each student 5 cents per page toward the cost of handouts other than the syllabus and tests.

Cell Phones:

Please turn off cell phones before class begins. If you use cell phones in class you will be asked to leave the room.

**Syllabus Business German I—Fall 2010
(tentative)**

Please note: Some topics may be augmented by material supplied and distributed to the class by the instructor.

Week	Date	Content	Homework/Assignment
1	Sept.1	Introduction. Kapitel 1: Erster Kontakt	Study phon.alphabet, S.13D "Ausweise, Scheine," design a business card. Prepare for a discussion, "was möchten Sie werden und warum?"
2	(Labor Day Monday, no class, Sept. 6) Sept. 8	Practice with phon.alph.Discussion as assigned.Wortschatzarbeit.Grammar overview	To be assigned in class;additional exercises from the Arbeitsbuch (AB) will be listed on separate pp.
3	Sept.13,15	Kapitel 2:Besucher kommen Termine/Terminpläne,Daten, Uhrzeiten AB S.27:Wortschatz in Kontexten	t/b/a and AB
4	Sept. 20 22	Wortschatz and grammar review TEST I	t/b/a/ and AB
5	Sept.27,29	Kapitel 3:Leute Kapitel 4:Bedarf, Bestellung, Kauf	t/b/a and AB
6	Oct. 4, 6	Beraten, Buchen, Reservieren, Angebote	t/b/a and AB
7	Oct.11,13	Kapitel 5:Praktikantenaktivitäten Orientierung:"Wie kommt man nach...?" Referat(e)	t/b/a and AB
8	Oct. 18 20	Kapitel 6:Namen,Zahlen,Daten,Fakten—Wiederholung TEST II	t/b/a/ and AB
9	Oct.25,27	Wortschatzarbeit. Referat(e)	t/b/a/ and AB
10	Nov.1,3	Kapitel 7:Versicherungen.Grammatische Anwendung Überblick	t/b/a and AB

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| 11 | Nov.8, 10 | Kapitel 8: Tagesplan, Wochenplan,
Stress. Referat(e) | t/b/a and AB |
| 12 | Nov.15, 17 | Kapitel 9. Der Computer.Grammatik
Anwendung und Überblick | t/b/a and AB |
| 13 | Nov. 22 | Das Intranet. Infothek. Anwendung
Remaining oral reports | |
| (November 24-28 Thanksgiving Recess—no classes Nov. 24) | | | |
| 14 | Nov.29,Dec. 1 | Review of important concepts.
Practice with pertinent texts | t/b/a and AB |
| 15 | Dec. 6, 8 | Kapitel 10. Typed and corrected version of
oral reports DUE. Aktienwortschatz.
Sachtexte | |
| | Dec. 13 | Last class. Wiederholung. Work with pertinent
texts of current interest | |

Reading Days: Tuesday, Wednesday, December 14 and 15.

Final Examinations begin Thursday, December 16. The exact date and location of the final examination will be announced.

Please note: A component of Sachwortschatz is included in most chapters of your textbook. A review of grammar is essential to successful business communication and is practiced in each segment.

Arbeitsbuch (AB) Assignments:

Kapitel 1, S.(Seite) 4:1,2,3; S.5:5,6,1; S.6:1,2; S.7: 4b, 6; S 8: 2a+b; S.10:3; S.11:4,7; S.12:1; S.13: 4,5

Kapitel 2, S.16:2B1;3B1; S.17:6; S.18:1; S.19:3; S.20:2,3,4 S.21:6, 7; S.22:2; S. 23:3,4,5; S.24: 2; S.25:3 (Read p. 25, write p.25 d)

Kapitel 3, S.30: 2 C; S.31, 3D, 4D; S.32:3A; S.33:4A; S.34:6B; S.35:4B, 5C; S.36:7D, 8D, 2B; S.37:6D; S.38:8F; S.39:2C; S. 40:2 c) and d) (read this page); S.42:3B2

Kapitel 4, S.43::4D1; 5D1; S.44:7D2; S.45:3A3; 4B a) and b); S.46:5E, 6E; S.47:2B2 a)+b)+c); S.49:4B, 5C; S.50:1A1, 2B; S.51:3C2, 4E; S.53:Read Wortschatzarbeit; S. 54:”Selektives Lesen” and “beantworten Sie folgende Fragen” a)+b)+c)

Kapitel 5, S.57:4C2; S.58:1A; 2A; S.60:Learn the nouns, with articles; S.61:6F; S.62:2A4, 3B, 4C; S.63:6C a)+c); S.65: 3D a); 4D a)+b)+c)+d); S 67:Read for edification

Kapitel 6, S.68:Read the description of the Dorint Hotel in Freiburg, then answer a)+b), 2B1; S.69: 3B3; S.70:2B4; S.73:4D; S.74:1A2; S.75:6F; S.76:1A; 3B; S. 78:1 a) Komposita; S. 79: “Globales Lesen,” 1 a)+b)

Kapitel 7, S.82:1A; 2B, 3B, 4C2: S.83:5C2, 6C, 7D; S.84:8D; S.85:3A3. 4A3; S.86:2A, 3A (Komposita); S.87:5B2; S.88:2A1; S.90:4A2, 5A3. 1A1; S.91:2A2, 3B, 4E1, 5E2; S.92:Read. Write c); S.93:1 a)+b)

Kapitel 8, S.94: Read 1A2 and 2; S. 95:3B2; 4B3; S.96:1A; 2A; 3B2; S.97:4D; 5E1 a)+b)+c); S.98:2B1 a)+b); S.99:3B1, 4B2; 5B3; S.100:6C, 1A a)+b)+c); S.101 2B2 a)+b); 3C2:A FAX; S.102:1B1; 2B3; S.102:1B1; 2B3; S.103:3C2; 4C2; 5C2; S. 104:Komposita 1 a)+b)+c)+d); S.105, read :Texte mit unbekanntem Wörtern 1a)+b), and define c)

Kapitel 9, S.108: 1A; 2A2; 3B a)+b); S.109:4C4; E-Mail schreiben:5E; S.110: 2B; 3C a)+b); S.111:Garantieschein (warranty) 4D a)+b); 6F; S.112:1A; 2B2; 3B3; S.113:4B3; S.114:1A;; 2B; 3C; S.115:4C, 5C, 6C; S.116:1A, 2A, 4B2; S.117:6D, 7E, 8F; S.118:Wortschatz ordnen, 2 a)+b); S.119: Sachtexte 1 a)+b)

Kapitel 10, S.120:1A, 2A, 3A,4A2; S.121:Practice changing password:5C2. Komposita 7C3; S.122.1A1, 2A5, 3B; S.123:5B, 6C1; S.124:1A1. 2B2; S.125:3B2, 4B2; S.126:6E2, 1B1, 2B2; S.127:5C; S.128:6C3, 1A2, 2C2 S.130:Arbeit mit dem Wörterbuch 1, 2 a)+b)+c); S. 131Aktienwortschatz

vergrößern 1 a)+b)
