

Drexel University

[Modern Languages Homepage](#)

German 351 - Introduction to Business and Professional German

**Term:**           **Year:**

**Dozentin:**

**E-mail:**

**Tel:**

**Office Hours:**

**Prerequisite:** Completion of German 203 or placement into German 300 level.

**Description:**

German 351 meets three times per week. German 351 is the first course in Drexel's two-term business sequence at the 300 levels. During this course you will continue to review grammatical structures but will be focusing primarily on intensive oral and written work in business, professional and commercial German. You will learn to write resumes, letters of application and business correspondence and be introduced primarily to the business culture of Germany. This course will continue to familiarize you with the format of the Drexel proficiency exam, which is part of the requirement for a Minor in German.

**Goals:**

Students who come prepared to class every day and who actively participate can expect to:

1. Improve their writing skills, including their ability to apply for positions in Germany, Austria and Switzerland. They will also be able to function orally in a German-speaking business environment and become familiar with different business techniques. Students will write numerous drafts of resumes and letters in order to learn self-editing techniques and to use different styles and methods for these various tasks. By the end of the course students should be able to write and create a portfolio that will provide them with tools in their job search abroad.
2. At the end of the course students should be in the Intermediate High range on the ACTFL oral proficiency guidelines.

**Text:**

*Geschäftsdeutsch (2. Ausgabe)-Gudrun Clay (McGraw-Hill)*

**Grading:**

Participation:	25%
Homework (summary)	15%
Test	20%
Portfolio	20%
Final	20%

## EXPECTED LEARNING OUTCOME

Listening	Reading	Spoken Interaction	Spoken Production	Writing
The student can understand extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly. The student can understand television programs and films without much effort.	The student can understand long and complex factual and literary texts, appreciating distinctions of style. The student can understand specialized articles and technical instructions, even when they do not relate to their field.	The student can interact express themselves fluently and spontaneously without much obvious searching for expressions. The student can use language flexibly and effectively for social and professional purposes. The student can formulate ideas and opinions with precision.	The student can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and finishing with an appropriate conclusion.	The student can express themselves in clear, well structured texts, expressing points of view at length. The student can write detailed expositions of complex subjects in a letter, an essay, or a report. The student can write different kinds of texts in an assured, personal style appropriate for the reader.

At this point in your German language learning, you have begun to capture and fully understand not only the language but cultural knowledge as well. In this level of German language, you will fine-tune your communication skills and will be able to successfully maneuver through intercultural encounters in German. Your openness, knowledge, and adaptability at this point are fully developed, and you are aware of the most appropriate use of the German language in any context, allowing you to arrive at the level of full intercultural communication skills that you are expected to obtain in German 351.

Level 3 - Full Intercultural Communication Skills	
<b>Overview Of Competence</b>	The competency that I have developed consciously in previous levels has become intuitive. I am always prepared to deal with situations in which I will have to use my intercultural communication skills, and I have a large repertoire of strategies for dealing with differences in values and customs among members of intercultural groups. I not only accept that people have different views from my own and are entitled to them, but I am able to put

	myself in their place and can avoid behaviors that might be hurtful or offensive to them. At this level, I am able to intervene when difficulties arise in order to help members of the group understand each other.
<b>Openness</b>	<ol style="list-style-type: none"> <li>1) I know how to deal with ambiguous situations even when these give rise to inner moral conflicts that are serious for me.</li> <li>2) I respect the rights of people of other cultures to have different values from my own, and I can see how these values make sense.</li> </ol>
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1) I have a deep understanding of cultures that I encounter frequently. When I am involved in new intercultural situations, I strive to acquire knowledge and understanding of that culture through research and by seeking clarification from members of the cultural group.</li> <li>2) I have established a system of principles that I can rely on to get me through almost any intercultural encounter.</li> <li>3) I try to put myself in the place of those from different cultures when trying to understand all aspects of a problem. This reflects my concern that people of all cultures should always receive fair treatment and consideration.</li> </ol>
<b>Adaptability</b>	<ol style="list-style-type: none"> <li>1) When ambiguous situations arise, I can usually make clarifications in order to benefit the group.</li> <li>2) I use my knowledge to make tactful decisions and to support others in an intercultural group. I consistently adopt behavior that minimizes the possibility that I might offend someone.</li> <li>3) I use my communication skills to prevent and mediate problems that arise from differences in language or culture.</li> <li>4) I have a good understanding of the kinds of communicative difficulties that can arise in an intercultural context and I have a wide range of strategies for resolving them.</li> </ol>

## **Plagiarism**

According to the Policies and Procedures Handbook of Drexel University using the ideas, data, or language of another without specific and proper acknowledgement constitutes plagiarism. If you are at all unsure about the appropriate form of acknowledgement in a particular situation, it is your responsibility to consult with the instructor to clarify any ambiguities. Plagiarism in any assignment will result in a failing grade for that assignment, and may result in further disciplinary action, which may include receiving a failing grade for the course. For more information, please go to:

<http://www.drexel.edu/studentlife/studenthandbook/Handbook05-06.pdf>

*The use of any translation program and/or website is also considered plagiarism.*

## **COURSE REQUIREMENTS:**

### **1) Drop policy:**

**Drexel University allows students to drop a course through the end of the sixth week of the term.** This means that you will not be allowed to drop a course, even if you are

failing, after the sixth week of the term. The number of times you have already been absent, the status of your lab hours and, above all, the result of your midterm testing and other evaluations (chapter tests, quizzes, homework) are your best guide to decide whether or not you should drop the course.

## **2) Attendance policy:**

Since learning a foreign language is a participatory endeavor, attendance is mandatory at all class meetings. Students are allowed to miss **no more than four classes** during the term. Students who exceed the maximum number of allowable absences will find that their final grade will be adversely affected.

## **3) Portfolio/Bewerbungsunterlagen:**

**Please note:** The student has to present a draft of the papers in the 9<sup>th</sup> week of the term. The students have to conduct interviews, which will be part of their final grade. **Final exam week runs Monday through Saturday. If you miss your final interview, your instructor is under no obligation to provide you an alternate time to make-up the presentation.**

## **5) Grading**

A+ 98-100

A: 93-97

A-: 90-92

B+: 87-89

B: 83-86

B-: 80-82

C+: 77-79

C: 73-76

C-: 70-72

D+: 67-69

D: 63-66

D-: 60-62

### *Description of Participation Grades:*

**A:** Arrives to class on time with homework assignments completed and ready for the lesson. Participates actively in all classroom activities. Volunteers frequently and readily contributes to group work. Uses German, both when asking questions, when working in a group and when presenting written assignments orally.

**B:** Usually arrives to class prepared, but occasionally misses a homework assignment or neglects to prepare the material. Occasionally a bit late for class. Participates in classroom activities on a regular basis. Sometimes volunteers, but usually waits for the teacher's cue. Contributes to group activities, but sometimes breaks out into English so that the task may be completed with greater ease. Asks questions in German (when reminded) but often resorts to English to facilitate communication.

**C:** Does not always arrive to class prepared and this lack of preparation affects ability to participate in classroom activities. Often late for class, thereby missing important instructions and practice time. Contributes to classroom activities occasionally, but usually only when asked to do so by teacher. Sits quietly during group time or resorts to English. Rarely attempts to use German as a medium of communication- uses English to ask questions and to ask for clarification.

**D/ F:** Always arrives to class unprepared and is frequently absent. Rarely participates in classroom activities unless asked to do so by the teacher. Does not become involved in group activities. Never uses German as a medium of communication.

## **OTHER RESOURCES:**

### **Coaching and The Conversation Network:**

All Drexel German language students are eligible for one free hour of coaching per week. You may sign up for coaching through DLC in Main 201 or on their website [www.dlc.drexel.edu](http://www.dlc.drexel.edu). Coaching is an excellent opportunity for ALL students, both those doing well and those in need of assistance, to improve their language skills.

Through the English Language Center, located on the first floor of the Language and Communication Center, German language students may sign up for a conversation partner. The Conversation Network is designed to give Drexel students an opportunity to meet and converse with a foreign student who has come to Drexel to learn English. This program is not designed to replace daily preparation for class, but rather can provide a forum for informal student interaction. Students may sign up for the Conversation Network by stopping by the English Language Center, or sending an e-mail to: [Conversation.Network@drexel.edu](mailto:Conversation.Network@drexel.edu), or by phoning them at (215) 895-2022.

**Drexel University encourages all students to study and/or work abroad as part of their academic program.** Available options include:

### **1. Intensive Language Study Abroad:**

Various programs are available, primarily in the summer. Prior completion of Level 103 is required for recommendation by Modern Languages. Information is available at the Modern Language Programs office (LCC 210), in the IAS Office (MacAlister 2024), and in the Office of International Programs (Randell 230).

### **2. International Programs:**

The Office of International Programs offers a number of discipline-specific programs abroad (most of which do not require substantive language skills), including the opportunity for Drexel students in a variety of majors to study. More information is available by emailing the Study Abroad office at: [studyabroad@drexel.edu](mailto:studyabroad@drexel.edu) or by contacting Daniela Ascarelli, Study Abroad Director at (215) 895-1704.

## **Syllabus for German 351**

Woche I	Die Bundesrepublik Deutschland
Woche II	EU
Woche III	Verkehr und Transport
Woche IV	Geschäftskorrespondenz
Woche V	Bewerbung
Woche VI	Tourismus
Woche VII	Verbraucher
Woche VIII	Sozialwesen
Woche IX	Industrie und Arbeitswelt
Woche X	Wirtschaft

- ✦ Wigy.de
- ✦ Wirtschaftsdeutsch.de
- ✦ Globus Graphiken
- ✦ Dihk.de
- ✦ Youtube.de
- ✦ Zeit.de, faz.de, wiwo.de, focus.de, managermagazin.de, handelsblatt.de, etc.
- ✦ Goethe Institut (Markt)

- ✦ Deutschewelle.de
- ✦ Made in Germany (dw)
- ✦ Europa Aktuell (dw)
- ✦ Polit Direkt (dw)
- ✦ Marktplatz (dw)
- ✦ ARD, ZDF
- ✦ Destatis.de
- ✦ migration-online.de
- ✦ business-wissen.de
- ✦ german-business.de