

COURSE SYLLABUS AND COURSE REQUIREMENTS

ACADEMIC YEAR 2024/2025 AUTUMN SEMESTER

<i>Course title</i>	<i>German for Workplace Communication</i>
<i>Course code</i>	SZE112AN
<i>Hours/Week</i>	2 seminars
<i>Credits</i>	2
<i>Degree Programme</i>	All
<i>Study Mode</i>	Full time
<i>Evaluation</i>	Final course grade
<i>Teaching Period</i>	Autumn, Spring
<i>Prerequisites</i>	-
<i>Department</i>	Centre for Foreign Languages for Technical Purposes
<i>Teaching Staff</i>	Bozsovcics Zsanett Orsolya

COURSE DESCRIPTION

The course provides practical work-related topics in German, included CV, job interview, job advertisement, entrepreneurship, workplace situations, appropriate communication in the workplace, time management etc., all in a communicative, practical, interactive way, using real-life situations.

SYLLABUS

1. GOALS AND OBJECTIVES

The ultimate goal of the course is to prepare students for the world of work. Through role-playing, interactive exercises and real-life situations related to work and workplace communication, German language skills are developed in both written and oral communication.

2. COURSE CONTENT

1. Einstufungstest
2. Arbeitserfahrungen und Berufe, Kompetenzen und Ziele, die Bewerbung
3. Stellenangebote, Persönlichkeitstypen
4. Telefongespräche im Vorfeld, Zeitmanagement
5. Werbebrief, Marketing
6. Der Lebenslauf, Cooperation, Teamarbeit
7. Das Anschreiben, Problemlösung
8. Vorstellungsgespräch
9. Herbstferien
10. Formelle E-Mail, Protokoll
11. Reklamation, Antwort auf eine Reklamation
12. Termine, Einladung, Dankschreiben, Geschäftsreise
13. Projekt
14. Projekt

DETAILED SYLLABUS AND COURSE SCHEDULE

PRACTICE

Week	Topic	Compulsory reading; page number (from ... to ...)	Required tasks (assignments, tests, etc.)	Completion date, due date
1.	Einstufungstest		https://forms.gle/g3WaiCvwSWCuZVKR8	3 September
2.	Arbeitserfahrungen und Berufe Kompetenzen und Ziele Die Bewerbung	Bewerbungstraining (BT): 6-13		
3.	Stellenangebote Persönlichkeitstypen	BT: 14-21		
4.	Telefongespräche im Vorfeld Zeitmanagement	BT: 22-29		
5.	Werbebrief, Marketing	Schreibtraining (SchT): 26-31	Marketingplan	8 Oktober
6.	Der Lebenslauf Cooperation, Teamarbeit	BT: 30-37		
7.	Das Anschreiben Problemlösung	BT: 38-45		
8.	Vorstellungsgespräch	BT: 46-69		
9.	Herbstferien	-		
10.	Formelle E-mail, Protokoll	Im Beruf-A2-KB: 120-123, 134 Im Beruf-A2-AB: 134-138, 151		
11.	Reklamation, Antwort auf eine Reklamation	SchT: 70-75		
12.	Termine, Einladung, Dankschreiben, Geschäftsreise	SchT: 96-105		
13.	Projekt		Projekt	27 November
14.	Projekt		Projekt	3 Dezember

3. ASSESSMENT AND EVALUATION

ATTENDANCE

In accordance with the Code of Studies and Examinations of the University of Pécs, Article 45 (2) and Annex 9. (Article 3) a student may be refused a grade or qualification in a full-time course if the number of class absences exceeds 30% of the contact hours stipulated in the course description.

Method for monitoring attendance

attendance sheet

ASSESSMENT

Course resulting in mid-term grade

Mid-term assessments, performance evaluation and their ratio in the final grade

Type	Assessment	Weighting as a proportion of the pre-requisite for taking the exam
Projektarbeit	40 points	70%
Kursaufgaben	40 points	30%

Re-take exam and late assignment submission procedure and assessment

All assignments can be repeated/improved at least once every semester, and the assignments and the project can be improved at least once in the first two weeks of the examination period. Both the original and the retake result will be included in the final grade.

Grade calculation as a percentage

based on the aggregate performance according to the following table

Course grade	Performance in %
excellent (5)	85 % ...
good (4)	70 % ... 85 %
satisfactory (3)	55 % ... 70 %
pass (2)	40 % ... 55 %
fail (1)	below 40 %

4. SPECIFIED LITERATURE

COMPULSORY READING AND AVAILABILITY

- [1.] Gerhard, C. (2021). *Menschen im Beruf: Bewerbungstraining*. Hueber (könyvtár, könyvesbolt)
- [2.] Hering, A. & Matussek, M. (2020). *Menschen im Beruf: Schreibtraining*. Hueber (könyvtár, könyvesbolt)
- [3.] Buchwald-Wargenau, I. & Giersberg, D. (2023). *Im Beruf Neu A2+B1*. Kursbuch. Hueber (könyvtár, könyvesbolt)
- [4.] Buchwald-Wargenau, I. & Giersberg, D. (2023). *Im Beruf Neu A2+B1*. Arbeitsbuch. Hueber (könyvtár, könyvesbolt)
- [5.] Worksheets and other supplementary materials uploaded to Teams