

UNIVERSITY OF NORTH TEXAS  
DEPARTMENT OF WORLD LANGUAGES, LITERATURES & CULTURES

German 3022/German for the Profession

Meets Partial-Remote Synchronously MWF 11:00 – 11:50 pm

(Meeting ID: 95535919747)

Instructor Contact

**Name:** Carmen Terry

**Pronouns:** she/her/hers

**Office Location:** 401D

**Office Hours:** MWF 2:00-3:00 by ZOOM only 97058961325

**Email:** [cterry@unt.edu](mailto:cterry@unt.edu)

**Communication Expectations:** The primary tool that will be used to communicate directly with students, is by **email, the UNT Canvas and by zoom**. **For any personal concerns or questions students should send an email directly to their instructor at [cterry@unt.edu](mailto:cterry@unt.edu)**. Students can expect to receive a response to emails within 24 hours or sooner depending on the time I received the email. I will provide ample feedback on assignments and when grades will be posted.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

Upon the completion of this course, students will gain an edge in the global business market. This course expands and deepens students' cultural competency and communication skills by focusing on topics related to German business practices, the role of Germany in the European Union, science and technology, and the various professions associated with these subjects. All readings, course assignments and discussions will be conducted in the target language

Course Structure

This course is going to be taught as a face-to-face/ hybrid course. Class will meet on Monday and Wednesday face to face and on Friday in the virtual classroom

## Course Prerequisites

Successful completion of German 2050 or the equivalent

## Course Objectives

Professional German will prepare students for specialized language proficiency in professional settings in German-speaking countries. Students will improve their communication skills, practice phone calls, become familiar with the rules of etiquette in the German business world and learn how to write a CV and job applications. Within the area of business German, students will improve their: • reading skills by reading articles about the German economy and business world; • listening skills by watching videos and listening to audios; • speaking skills by conversations with partners and by making presentations; • writing skills through emails. In its pedagogical approach, this course is student-centered. The knowledge that the participants acquire will be researched and presented by students.

## Materials

The following textbooks are required for this course:

- a. Eva Harst: Berliner Platz 4 NEU: *Deutsch in Alltag und Beruf Lehr- und Arbeitsbuch* mit 2 Audio-CDs zum Arbeitsbuchteil
- b. Uta Matecki: *Dreimal Deutsch* Lesebuch Buch + Audio-CD (for linguistically advanced students)

## Teaching Philosophy

In my classroom, I seek to establish a casual, though, challenging and motivating learning environment in which everyone feels accepted and respected no matter of their learning style or ability. I am engaging students by making German relevant to their personal interests and constantly seeking innovative methods for maximum student engagement and learning

## Course Technology & Skills

Minimum Technology Requirements

Provide a list of the minimum technology requirements for students, such as:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Canvas Technical Requirements (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

## Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas

- Using email with attachments
- Downloading and installing software
- Using power point presentation and

### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

### Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>) for more information.

## Grading

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 500-599

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

## Course Policies

### Attendance Policy

An attendance policy is required for every UNT syllabi. Visit the [University of North Texas' Attendance Policy](http://policy.unt.edu/policy/15-2-) (<http://policy.unt.edu/policy/15-2->) to learn more.

### COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may decide about accommodating your request to be excused from class.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

### Class Materials for Remote Instruction in Case of Emergency

The UNT fall schedule requires this course to have fully remote instruction beginning November 28<sup>th</sup>. Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

### Statement on Face Covering

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

### Course Requirements

- a. Attendance and participation (10 %):** as the course will include oral practice, simulations of various situations, and video sequences, presence and participation are mandatory and count toward the final grade. Students who have more than six (6) unexcused absences will have their final grade dropped one level below what their average grade would warrant (from A to B, from B to C, etc.).

Students with authorized absences due to participation in UNT sponsored activities may make up the work missed. In accordance with state law, a student absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day(s) missed, including those missed for travel, within a reasonable time after the absence. The student should notify the instructor of each class of the date of the anticipated absence as early in the semester as possible.

UNT instructors have the prerogative to accept or not to accept late work. Late work that is due to illness will be accepted without penalty. Other late assignments will be evaluated case by case.

- b. Class Discussions (20%):** these are discussions based on the material assigned by your instructor from the textbook or other sources; the assignments will always be posted on CANVAS.
- c. Group Presentation (20%):** students will create a presentation in German related to one of the topics discussed in class. For each topic, one group is assigned to make a presentation in class. The presentations will be graded. Every presentation is followed by a classroom discussion. Students are also graded for their participation in the classroom discussions.
- d. Exams (30 %):** there will be **two exams of equal** value during the semester. The digital tools used for tests are those provided through CANVAS. Students do not have to get any additional software or programs.
- e. Portfolio (20 %):** students will organize a job search with an interview and relocation to a German-speaking country. Specific directions on the content of the portfolio will be provided. This is as a final project that will be replacing the final exam.

### Assignment Policy

Students will receive the official due dates for each assignment, with specific instructions, what file type assignments should be saved as (e.g., .DOC or .RTF). For the written assignments, I will be using either Canvas or Turnitin submission.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any

problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### Instructor Responsibilities and Feedback

- helping students grow and learn; providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics, reviewing and updating course content
- an estimated timeline and format in which students can anticipate a response regarding emails, discussion board posts if applicable, assignment feedback, and grades.

### Syllabus Change Policy

In the event that there are any changes to the syllabus e.g. course information, due dates, the instructor of the course will immediately inform the students and adjust points to accommodate any students' needs.

### UNT Policies

#### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

#### ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

#### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more.

### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (https://it.unt.edu/eagleconnect).

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (http://spot.unt.edu/) or email [spot@unt.edu](mailto:spot@unt.edu).

### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis

of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

### **Important Notice for F-1 Students taking Distance Education Courses**

#### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

#### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact



the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### **Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

### **Use of Student Work**

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

### **Transmission and Recording of Student Images in Electronically Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

### Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

## Academic Support & Student Services

### Student Support Services

#### *Mental Health*

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

#### *Chosen Names*

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

***\*UNT eUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.***

#### *Additional Student Support Services*

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

#### *Academic Support Services*

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

## FALL SEMESTER 2020 TENTATIVE OUTLINE

### GERMAN 3022: GERMAN FOR THE PROFESSIONS

(Understanding German Business Culture: live and work in Germany)

PLEASE NOTE THERE WILL BE NO RIGID ADHERENCE TO THIS SCHEDULE, SHOULD THE CLASS NEED MORE TIME FOR SOME LESSONS AND LESS TIME FOR OTHER LESSONS.

Woche 1 24.8. bis 28.8.	<b><u>Wer bin ich?</u></b> <ul style="list-style-type: none"><li>▪ Stellenanzeigen diskutieren</li><li>▪ Profil im sozialen Netzwerk</li><li>▪ Beratungsgespräch zur Bewerbung</li></ul>
Woche 2 31.8. bis 4.9.	<b><u>Dach über dem Kopf</u></b> <ul style="list-style-type: none"><li>▪ unterschiedliche Wohnformen/Wohnbedürfnisse diskutieren</li><li>▪ Mieten erschließen</li><li>▪ Geschäftliche Briefe, Emails schreiben</li><li>▪ Telefongespräch mit einer Vermieterin</li></ul>
Woche 3 7.9. (Tag der Arbeit) bis 11.9.	<b><u>Weltwärts</u></b> <ul style="list-style-type: none"><li>▪ Eine Reise planen und präsentieren</li><li>▪ Reiseformen verstehen</li><li>▪ Anzeigen mit Urlaubsangebote erstellen</li></ul>
Woche 4 14.9. bis 18.9.	<b><u>So wird es gemacht</u></b> <ul style="list-style-type: none"><li>▪ Eine Anleitung verstehen</li><li>▪ Einen Arbeitsablauf beschreiben</li><li>▪ Bericht über Verbesserungsvorschläge</li></ul>
Woche 5 21.9. bis 25.9.	<b><u>So wird es gemacht</u></b> (Fortsetzung) <ul style="list-style-type: none"><li>▪ Radiobeitrag: <i>Frauen, die sich trauen</i></li><li>▪ Anruf beim Handwerkernotdienst</li><li>▪ <b>TEST 1</b></li></ul>
Woche 6 28.9. bis 2.10.	<b><u>Körper und Seele</u></b> <ul style="list-style-type: none"><li>▪ Über Gesundheit und Krankheiten sprechen</li><li>▪ Berufe im Gesundheitswesen diskutieren</li><li>▪ Über Probleme im Arbeitsablauf sprechen</li></ul>
Woche 7 5.10 bis 9.10	<b><u>Eine Frage des Geschmacks</u></b> <ul style="list-style-type: none"><li>▪ Über Essgewohnheiten sprechen</li><li>▪ Restaurants vergleichen, Waren bestellen</li><li>▪ Verhandlungsstrategien besprechen und anwenden</li><li>▪ Telefonische Bestellung</li><li>▪ Gespräch am Lieferwagen</li></ul>
Woche 8 12.10. bis 16.10.	<b><u>Eine Frage des Geschmacks</u></b> (Fortsetzung) <ul style="list-style-type: none"><li>▪ Telefonische Bestellung</li></ul>

	<ul style="list-style-type: none"> <li>▪ Gespräch am Lieferwagen</li> <li>▪ Mit Wörtern spielen: Berufswortschatz</li> </ul>
	<p style="text-align: center;"><b><u>Handel im Wandel</u></b></p> <ul style="list-style-type: none"> <li>▪ Formen des Handels</li> <li>▪ Ein Beratungsgespräch führen</li> <li>▪ Aufträge und Bitten auf dem Anrufbeantworter</li> </ul>
<b>Woche 9</b> 19.10. bis 23.10.	<p style="text-align: center;"><b><u>Besondere Tage</u></b></p> <ul style="list-style-type: none"> <li>▪ Über eine Veranstaltung sprechen</li> <li>▪ eine Veranstaltung planen</li> <li>▪ Vorbereitung auf die Prüfung</li> </ul>
<b>Woche 10</b> 26.10. bis 30.10.	<p style="text-align: center;"><b><u>Buch und Bildschirm</u></b></p> <ul style="list-style-type: none"> <li>▪ Pro-Kontra –Diskussion führen</li> <li>▪ Ein Problem lösen</li> <li>▪ Über Jobsuche mithilfe der Social Media sprechen</li> </ul>
<b>Woche 11</b> 2.11. bis 6.11.	<p style="text-align: center;"><b><u>Die Welt, ein Dorf</u></b></p> <ul style="list-style-type: none"> <li>▪ Globalisierung diskutieren</li> <li>▪ Text über die Sprache in der Wirtschaft verstehen</li> <li>▪ TEST 2</li> </ul>
<b>Woche 12</b> 9.11. bis 13.11.	<p style="text-align: center;"><b><u>Mit Herz und Verstand</u></b></p> <ul style="list-style-type: none"> <li>▪ Wie Manager mit Sprache umgehen</li> <li>▪ Streitgespräche führen</li> <li>▪ Über Beziehungsprobleme und Mobbing im Beruf sprechen</li> <li>▪ Schwierige Kundengespräche führen</li> </ul>
<b>Woche 13</b> 16.11. bis 20.11.	<p style="text-align: center;"><b><u>Mit Herz und Verstand</u></b> (Fortsetzung)</p> <ul style="list-style-type: none"> <li>▪ Karrierefrauen und Hausmänner</li> <li>▪ Tipps zu Geschäftsbriefen</li> <li>▪ Beratungsgespräch</li> </ul>
<b>Woche 14</b> 23.11 bis 27.11. Thanksgiving Break (26./27.11.)	<p style="text-align: center;"><b><u>Bildung und Fortbildung</u></b></p> <ul style="list-style-type: none"> <li>▪ Sich über Förderprogramme informieren</li> <li>▪ Sich nach Bildungsmaßnahmen erkundigen</li> <li>▪ Wiederholung</li> </ul>
<b>Woche 15</b> 30.11. bis 4.12. (Reading Day) <b>Finals Week</b> 5.12. bis 11.12.	