#### Business German (ECTS credits: 6)

Language: the course is offered in German, English, Serbian and Hungarian.

**Course description:**

This advanced course aims to help students to develop their German skills both orally and written in order to solve business and technical communication situations individually in a professional context. During the course, the emphasis is put on acquiring the professional language skills that students need in order to be successful in the business world, such as: Curriculum vitae and application, communication at work, product description, company presentation. Therefore, they will learn oral presentation skills and ways to make an effective Power Point presentation. Upon completion, students should be both able to understand and argue on business texts in a professional context.

This course would cover the following 13 topics:

1. lecture: Introduction; Sich vorstellen;

2. lecture: Termine;

3. lecture: Standorte;

4. lecture: Mitarbeiter und Produkte;

5. lecture: Arbeitsplatz;

6. lecture: Berufsstart;

7. lecture: Erste Woche;

8. lecture: Kommunizieren - schriftlich;

9. lecture: Small Talk;

10. lecture: Telefonieren.

**Aims:**

* to help students to acquire German skills in order to solve business situations in a professional context
* to develop the suitable language skills to be successful in the business world
* to develop suitable comprehension and text analysis strategies which are adopted for understanding business related texts.

**Learning outcomes:**

After completing the course the student should be able to:

* use appropriate style and tone of both writing and speaking for business purposes
* make team presentations (oral) based on business texts in a professional context
* to understand and acquire business communication strategies.

The goals are the following:

* understanding of speech and spontaneous expression in the context of both everyday life situations and professional topics;
* practicing of all reading methods and the understanding of complex linguistic and stylistic structure of the text
* intellectual engagement in particular with regard to language awareness,
* specific learning theories
* learning autonomous thinking and intercultural awareness,
* occupational flexibility, teamwork, taking the initiative, organization skills, tolerance, willingness of working and creativity, training for further education and lifelong learning with general works such as dictionaries and references.