

## SYLLABI

| Basic data of the subject                                                                         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
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| Academic unit:                                                                                    |  | Faculty of Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
| Program:                                                                                          |  | Business Management and Entrepreneurship                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
| Course title:                                                                                     |  | German Language II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |
| Level:                                                                                            |  | Bachelor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
| Subject status:                                                                                   |  | Obligatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
| Year of studies:                                                                                  |  | II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |
| Semester:                                                                                         |  | III                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |
| Number of hours per week:                                                                         |  | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |
| Credit value – ECTS:                                                                              |  | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |
| Time / location:                                                                                  |  | UASF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |
| Subject professor:                                                                                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
| Contact details:                                                                                  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
|                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
| Course Description                                                                                |  | The course contains scientific material through which students will acquire language skills through the topics of the book "Schritte international Neu", selected from professional life, but will also touch on topics of everyday life, the topics: My Day, Wann fängt der Deutschkurs an?, Tageszeiten, Ain Tag in Berlin, Freizeit, Grammatik: Wie ist das Wetter? Hast du den Käse? Freizeit und Hobbys, Grammatik: Konjugation neuer Verben, Lernen – ein leben lang, Das hat richtig Spaß gemacht, Beruf und Arbeit, Ich hatte ja noch keine Berufserfahrung, Through these topics, knowledge and skills in everyday communication are deepened, in which case students learn how to react in different communicative situations with people. |           |
| Purpose of the course                                                                             |  | The aim of this course is to expand knowledge of the German language through the systematic practice and development of the four language skills, namely listening, speaking, reading and writing. These acquired skills will help students communicate in German-speaking environments and circles, both professionally and in everyday life.                                                                                                                                                                                                                                                                                                                                                                                                       |           |
| Expected learning outcomes                                                                        |  | After completing this course, students will:<br>1. listen to and understand conversations and texts – up to a certain beginner level, in the German language, (ECTS 1),<br>2. communicate at a certain level in the German language in different situations, (ECTS 1),<br>3. read correctly, adhering to the rules of spelling of the German language for filestar, (ECTS 0.5),<br>4. write correctly based on the grammar and vocabulary learned for the beginner level, (ECTS 0.5),                                                                                                                                                                                                                                                                |           |
|                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
| Contribution to the student workload (which should correspond to the student's learning outcomes) |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
| Activity                                                                                          |  | Hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Days/week |
|                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Total     |

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |           |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------|
| Lectures                                             | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 15 | 30        |
| Theoretical exercises/tasks                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |           |
| Practical work                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |           |
| Contacts with teachers – consultations               | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5  | 5         |
| Preparation for project assignments                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |           |
| Course project - Test (planning + implementation)    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |           |
| Homework                                             | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5  | 10        |
| Student's own study time (in the library or at home) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    | 20        |
| Final exam preparation                               | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3  | 6         |
| Time spent on assessment (tests, final exam)         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |           |
| Projects, presentations, etc.                        | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 4  | 4         |
| <b>Total</b>                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    | <b>75</b> |
|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |           |
| Teaching methodology and learning methodology        | Working individually, in pairs and in groups, the four language skills, which are the basis of learning a language, are practiced..                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |           |
| Assessment methods and passing criteria              | <p><b>The Assessment method</b> – is based on three activities – on which the final grade will be built (there may be more activities decided by the course professor):</p> <ul style="list-style-type: none"> <li>• Activity and Attendance in class.....<b>max 20 points (%)</b>,</li> <li>• Final exam (or two tests).....<b>max 80 points (%)</b>,</li> </ul> <p><b>Passing criteria</b> related to the activities foreseen by the assessment method:</p> <p><b>1. Activity and Engagement in Learning – is assessed with 20 points (%) out of 100 points (%) possible:</b><br/> Activity in the lesson includes the student's engagement and active participation in discussions on various topics that take place during the lectures.<br/> Homework is assigned at the end of each lecture and then discussed at the beginning of the next lecture. For each completed homework assignment, the student earns points which are ultimately calculated with the other points accumulated through other forms of assessment..</p> <p><b>2. The final exam test is evaluated with 80 points (%) out of 100 points (%) possible,</b><br/> Within the semester, it is envisaged to hold two tests (2 x 40 points (%)) for actively engaged students with participation in lectures. The first test in the 7th (seventh) or 8th (eighth) week and the second test at the end of the lectures, the student passes the test if he has min 18 points (20%), since the student is estimated to have passed the first test, then the student can undergo the second test. The student will be subject to the final exam test, after the completion of the course lectures and on the exam deadlines determined by the University Senate.<br/> The purpose of the exam is to assess the knowledge, skills, abilities and competencies of the student, related to the learning outcomes</p> |    |           |

|                                                                          | <p>foreseen in the material of the lectured course.</p> <p>The exam test (question form) must be completed individually by the student and the same is evaluated according to the criteria and contains:</p> <ul style="list-style-type: none"><li>♦ objective multiple-choice questions, these will be used to assess the student's ability to recall and recognize concepts and course material.....<b>40 points (%)</b>,</li><li>♦ subjective questions of the type of topic for explanation/written answer/tasks - for which the student himself must be able to provide answers related to the material of the lectured course, the same answers will be used to assess the student's understanding and abilities to apply the knowledge acquired in the analysis, synthesis/evaluation of the problem.....<b>40 points (%)</b>,</li></ul> <p><b>Purpose of the test:</b> to assess the acquisition of learning outcomes and the ability to apply them in practical situations.</p> <p>The student passes the exam if he/she <b>collects 50 points (%)</b> from all activities foreseen by the assessment method,</p> <p><b>Grades at UASF:</b></p> <table><tr><th>Grade</th><th>ECTS/Grade</th><th>Points/Percent (%)</th><th>The definition</th></tr><tr><td>10</td><td>A</td><td>90 - 100</td><td>Excellent</td></tr><tr><td>9</td><td>B</td><td>80 - 89</td><td>Excellent</td></tr><tr><td>8</td><td>C</td><td>70 - 79</td><td>Very good</td></tr><tr><td>7</td><td>D</td><td>60 - 69</td><td>Good</td></tr><tr><td>6</td><td>E</td><td>50 - 59</td><td>Sufficient</td></tr><tr><td>5</td><td>FX/F</td><td>0 - 49</td><td>Insufficient</td></tr></table> | Grade              | ECTS/Grade     | Points/Percent (%) | The definition | 10 | A | 90 - 100 | Excellent | 9 | B | 80 - 89 | Excellent | 8 | C | 70 - 79 | Very good | 7 | D | 60 - 69 | Good | 6 | E | 50 - 59 | Sufficient | 5 | FX/F | 0 - 49 | Insufficient |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------|--------------------|----------------|----|---|----------|-----------|---|---|---------|-----------|---|---|---------|-----------|---|---|---------|------|---|---|---------|------------|---|------|--------|--------------|
| Grade                                                                    | ECTS/Grade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Points/Percent (%) | The definition |                    |                |    |   |          |           |   |   |         |           |   |   |         |           |   |   |         |      |   |   |         |            |   |      |        |              |
| 10                                                                       | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 90 - 100           | Excellent      |                    |                |    |   |          |           |   |   |         |           |   |   |         |           |   |   |         |      |   |   |         |            |   |      |        |              |
| 9                                                                        | B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 80 - 89            | Excellent      |                    |                |    |   |          |           |   |   |         |           |   |   |         |           |   |   |         |      |   |   |         |            |   |      |        |              |
| 8                                                                        | C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 70 - 79            | Very good      |                    |                |    |   |          |           |   |   |         |           |   |   |         |           |   |   |         |      |   |   |         |            |   |      |        |              |
| 7                                                                        | D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 60 - 69            | Good           |                    |                |    |   |          |           |   |   |         |           |   |   |         |           |   |   |         |      |   |   |         |            |   |      |        |              |
| 6                                                                        | E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 50 - 59            | Sufficient     |                    |                |    |   |          |           |   |   |         |           |   |   |         |           |   |   |         |      |   |   |         |            |   |      |        |              |
| 5                                                                        | FX/F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 0 - 49             | Insufficient   |                    |                |    |   |          |           |   |   |         |           |   |   |         |           |   |   |         |      |   |   |         |            |   |      |        |              |
| <b>Concretization tools – IT</b>                                         | Use of Smart-board, Internet, wireless, computer, projector, PowerPoint, Use of "on-line" platforms and tools to support communication and team collaboration, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                |                    |                |    |   |          |           |   |   |         |           |   |   |         |           |   |   |         |      |   |   |         |            |   |      |        |              |
| <b>The ratio between the theoretical and practical part of the study</b> | <p>65% - Teori,<br/>35% - Ushtrime praktike</p> <p>This report aims to analyze the connection between the theoretical knowledge acquired during the lectures provided in the course module and the implementation of practical exercises (practical visits, exercises with students, student quizzes in class, etc.)</p> <p>Of the total 75 hours planned for the course, the division is made according to the ratio of 65% with a focus on theory and 35% on practice.</p> <ul style="list-style-type: none"><li>• 49 hours are dedicated to theoretical lectures, including the acquisition of basic concepts, methodologies and standards foreseen in the subject module.</li><li>• 26 hours are focused on practical exercises, work visits, case studies, group work and development of simulation projects.</li></ul> <p>Distribution of 6 ECTS</p> <ul style="list-style-type: none"><li>❖ 2 ECTS (70%) are dedicated to the theoretical part;</li><li>❖ 1 ECTS (30%) are dedicated to the theoretical exercises/tasks;</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                |                    |                |    |   |          |           |   |   |         |           |   |   |         |           |   |   |         |      |   |   |         |            |   |      |        |              |

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|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | This division reflects the balance between acquiring basic concepts and applying them through practical activities.                                                                                                                                                                          |
|                               |                                                                                                                                                                                                                                                                                              |
| <b>Literature</b>             |                                                                                                                                                                                                                                                                                              |
| <b>Basic literature:</b>      | 1. Schritte international Neu, Kursbuch + Arbeitsbuch, Hueber Verlag, München, Deutschland, 2016                                                                                                                                                                                             |
| <b>Additional literature:</b> | 1. Dreyer-Schmitt: Lehr- und Übungsbuch der deutschen Grammatik (Neubearbeitung)- Max Hueber Verlag, Ismaning, 2000<br>2. Schritte Neu, Grammatik, Hueber Verlag, München, Deutschland, 2018<br>3. Em Übungsgrammatik. Deutsch als Fremdsprache, Max Hueber Verlag, Ismaning, 2009           |
|                               |                                                                                                                                                                                                                                                                                              |
| <b>Designed lesson plan:</b>  |                                                                                                                                                                                                                                                                                              |
| <b>Week</b>                   | <b>The lecture that will be held</b>                                                                                                                                                                                                                                                         |
| <b>First week</b>             | <b>Course presentation, curriculum content and required literature</b>                                                                                                                                                                                                                       |
| <b>Second week</b>            | <b>Mein Tag:</b><br><br>Einen Tag beschreiben; Nach der Uhrzeit fragen und die Uhrzeit sagen; Alltagsaktivitäten nennen<br>Grammatik: Konjugation neuer Verben; Trennbare Verben; Präpositionen vor und nach                                                                                 |
| <b>Third week</b>             | <b>Wann fängt der Deutschkurs an?:</b><br><br>Wochentage lernen; Aktivitäten planen; Uhrzeit weiterüben<br><b>Grammatik:</b> Temporale Präpositionen am (vor den Tagen) und um (vor den Uhrzeiten); Satzstruktur – Trennbare Verben im Satz; W-Frage: Wann? Wie?                             |
| <b>Fourth week</b>            | <b>Tageszeiten:</b><br><br>Tageszeiten lernen; Tagesablauf und Aktivitäten nennen; Ein Tagesablauf beschreiben: Über meinen Tag sprechen <b>Grammatik:</b> Temporale Präpositionen am und in; Dativ mit Präpositionen am und in bei den Tageszeiten; Satzstruktur: Verbposition im Hauptsatz |
| <b>Fifth week</b>             | <b>Ein Tag in Berlin:</b><br><br>Was ist los in Berlin? – Als Tourist Informationen über verschiedene Veranstaltungen in Berlin lesen und verstehen; In Partnerarbeit einen Plan über verschiedene Sehenswürdigkeiten machen und beschreiben                                                 |
| <b>Sixth week</b>             | <b>Freizeit:</b><br><br>Wetter/ Jahreszeiten/ Monate/ Himmelsrichtungen beschreiben; Über das Wetter sprechen; Den Wetterbericht verstehen<br><b>Grammatik:</b> Wie ist das Wetter?-Es regnet; Es ist sonnig; ...; Substantive und Adjektive                                                 |
| <b>Seventh week</b>           | <b>Hast du den Käse?:</b>                                                                                                                                                                                                                                                                    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                              |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Einfache Gespräche am Imbiss führen; Zustimmung und verneinen: Hast du kein Hunger? – Doch./ Nein. <b>Grammatik:</b> Akkusativ: definiter und indefiniter Artikel und Negativartikel ; Ja/ Nein Frage: ja – nein - doch                                                                                                                      |
| <b>Eighth week</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Freizeit und Hobbys:</b><br><br>Über die Freizeit und Hobbys sprechen; Personenporträts lesen und verstehen; Freizeitangebote in D-A-CH; D-A-CH als Tourist besuchen; Reisebroschüre verstehen<br><b>Grammatik:</b> Konjugation neuer Verben                                                                                              |
| <b>Ninth week</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>First test,</b>                                                                                                                                                                                                                                                                                                                           |
| <b>Tenth week</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Lernen – ein leben lang:</b><br><br>Das kann ich (nicht) gut...; Das möchte ich machen...<br><b>Grammatik:</b> Modalverben wollen und können; Satzstruktur: Modalverben im Satz                                                                                                                                                           |
| <b>Eleventh week</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Das hat richtig Spaß gemacht:</b><br><br>Absichten ausdrücken; Seinen Willen äußern; Über Aktivitäten in der Vergangenheit erzählen <b>Grammatik:</b> Perfekt mit haben; Perfekt mit sein; Satzstruktur: Das Perfekt im Satz                                                                                                              |
| <b>Twelfth week</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Beruf und Arbeit:</b><br><br>Berufe benennen und erfragen; Über berufliche Situation sprechen<br><b>Grammatik:</b> Wortbildung-Nomen; lokale Präposition als;                                                                                                                                                                             |
| <b>Thirteenth week</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Ich hatte ja noch keine Berufserfahrung:</b><br><br>Private und berufliche Informationen über Vergangenheit und Gegenwart austauschen; Stellenanzeigen verstehen; Telefongespräch-Informationen zu einer Arbeits- oder Praktikumsstelle erfragen<br><b>Grammatik:</b> Temporale Präpositionen vor, seit, für; Präteritum: haben und waren |
| <b>Fourteenth week</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Praktikums- und Jobbörse:</b><br><br>Anzeigen verstehen;<br>Telefongespräch: Informationen zu einer Praktikumsstelle erfragen                                                                                                                                                                                                             |
| <b>Fifteenth week</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Wiederholung:</b><br><br>Vorbereitung für die Prüfung, Second test,,                                                                                                                                                                                                                                                                      |
| <b>Academic policies and rules of conduct</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                              |
| The student is obliged to attend lectures regularly and to have correct behavior towards colleagues and University staff, maintaining calm and active engagement in lectures and exercises is mandatory. During lectures and exercises, eating, whispering that hinders work in the classroom and the use of mobile phones are PROHIBITED. At the same time, mobile phones must be turned off or put on silent and not used during lectures or exercises. Lack of academic integrity (including plagiarism, copying another person's work, use of unauthorized aids in exams, cheating, etc.) will not be tolerated. If there are doubts about the authenticity of the work submitted, the professor has the right to ask the student to verify his/her work. This can be done through: repeating the work, written or oral testing, surprise quiz or any other action deemed necessary by the lecturer. |                                                                                                                                                                                                                                                                                                                                              |