

UNIVERSITY OF ECONOMICS - VARNA
FACULTY OF LANGUAGES
DEPARTMENT OF WESTERN EUROPEAN LANGUAGES

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Adopted by the FC (record №/ date):

Adopted by the DC (record №/ date):

ACCEPTED BY:

Director:

(Assoc. Prof. Vl. Dosev, PhD)

SYLLABUS

SUBJECT: FOREIGN LANGUAGE GERMAN

DEGREE PROGRAMME: “International Business”, “Business and Management” and “Accounting”; BACHELOR’S DEGREE

YEAR OF STUDY: 3; SEMESTER: 5;

TOTAL STUDENT WORKLOAD: 90 hours; incl. curricular 30 hours

CREDITS: 3

DISTRIBUTION OF WORKLOAD ACCORDING TO THE CURRICULUM

<i>TYPE OF STUDY HOURS</i>	WORKLOAD, hours	TEACHING HOURS PER WEEK
CURRICULAR: incl.		
● LECTURES	0	0
● SEMINARS / LAB PRACTICE	30	30
EXTRACURRICULAR	60	-

Prepared by:

1.
(Senior lecturer E. Pencheva)

2.
(Senior lecturer M. Popova)

Head of department:
Of Western European Languages (Senior lecturer Sonya Shtereva)

I. ANNOTATION

This Business German module is designed to respond to the students' needs to progress in their Business studies. The course introduces some main areas of Business German and improves students' overall linguistic fluency. Students build up confidence and develop their reading, writing, listening and speaking skills by a variety of practical tasks which include: reading and discussing authentic articles on a wide range of business topics; learning essential business vocabulary; expressing opinions on different business issues; listen to authentic interviews or lectures and develop note-taking skills; develop strategies for telephoning, networking; have the opportunity to understand how business works in different cultures, etc.

II. THEMATIC CONTENT

№	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.P.
Tema 1. Berufliche Kommunikation			30	
1.1.	Beruflicher Schriftverkehr: Standards, Regeln, Formen		1	
1.2.	Kurzmeldung, Aktennotiz, interne E-Mail		1	
1.3.	Terminvereinbarungen, Mitteilungen		2	
1.4.	Anfragen		2	
1.5.	Angebote		2	
1.6.	Angebote im Exporthandel		2	
1.7.	Bestellungen (Auftrag)		2	
1.8.	Auftragsbestätigung und Lieferanzeige		2	
1.9.	Lieferung und Lieferverzug		2	
1.10.	Zahlung und Zahlungsverzug		2	
1.11.	Beanstandung von Mängel		2	
1.12.	Anfragen mit Bitte um Firmennachweis		2	
1.13.	Auskünfte über Unternehmen		2	
1.14.	Kontaktaufnahme mit Geschäftspartnern		2	
1.15.	Verhandlungen		2	
Total:			30	

III. FORMS OF CONTROL:

№	TYPE AND FORM OF CONTROL	Number	extracurricular, hours
1.	Ongoing assessment		
1.1.	Test (mixed type questions)	3	50
1.2.	Project work – on a predefined theme	1	10
1.3.			
1.4.			
Total ongoing assessment:		4	60
2.	Final term control		
2.1.	Examination (test)		
Total final term control:		0	
Total for all types of control:		4	60

IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. Eisman V., Erfolgreich in der geschäftlichen Korrespondenz, Cornelsen, 2010
2. Hering A., Mattusek M., Menschen im Beruf, Hueber, 2016
3. Sachs R., Deutsche Handelskorrespondenz Neu, Hueber Verlag, 2012

RECOMMENDED (ADDITIONAL) LITERATURE:

1. Hering A., Matussek M. – Geschäftskommunikation /Schreiben und Telefonieren/, Cornelsen, 2008
2. Krause W., Bayard A., Geschäftskontakte, Langenscheidt, 2009
3. Krause, W., Schneider J., Geschäftsverhandlungen, Langenscheidt, 2010
4. Müller A., Schlüter S., Im Beruf, Hueber Verlag, 2017
5. Eisman V., Wirtschaftskommunikation, Klett Verlag 2012
6. www.wirtschaftsdeutsch.de