



# BUSY SUMMER

**Seminar Title:**

**Dritter Schritt** – confident basic business German

**Level according to CEFR:**

A1 / A2

**Short Description of the Course Goals:**

You will become confident at a basic level in everyday business situations. You will continue to learn to:

- make basic factual statements about yourself, job and company
- understand basic questions
- follow simple directions
- request things and respond to requests
- introduce yourself and colleagues
- describe things, e.g. your job, company and products
- compare things
- make arrangements, e.g. appointments

And also,

- express an opinion
- agree and disagree
- express urgency
- talk about a problem and make a basic complaint
- speak on the telephone

**Main Contents:**

- basic vocabulary and structures for simple questions, answers and statements
- basic vocabulary for the job, product/service, and company
- vocabulary and phrases for simple business discussions involving expressing opinions, agreement and disagreement
- vocabulary and phrases for talking about problems
- telephoning basics: phrases for starting and ending a call, getting onto the right person, leaving a message, and asking for a call back
- how to learn words and how to “guess” the meaning of new words from the context

**Possible TELC Exam, if required:**

Start Deutsch A2



Fokus Stuttgart  
Probststraße 17 D-70567 Stuttgart  
Ph: 0711-794 721 90 Fax: 0711-794 721 99  
www.fokusstuttgart.de E-Mail: info@fokusstuttgart.de