

DEBRECEN SUMMER SCHOOL IS COMING TO YOUR HOME

ONLINE BUSINESS GERMAN—BEGINNER LEVEL

40 class units/10 weeks, 2 ECTS credits

September–December 2020

The aim of the course:

To help students develop basic German language skills that can be used in work situations. A specific vocabulary is introduced and emphasis is put on speaking, listening, reading and writing skills. No previous knowledge of the German language is required.

Program of Studies:

- 4 class units (4 x 45 min) a week
- groups of 4 to 6 students
- language of instruction: English
- instruction format: online course
- a Certificate of Attendance is issued at the end of the course

Neptun Code:

German business language A1 level: DNYE-GERMANB001

You can register in Neptun, but it is not a must.

Main Topics:

1. Introducing oneself and one another (Countries, numbers, jobs, personal information) 2. Introducing the team and the office (Departments, nationalities, languages, reading a chart and figures) 3. A day at work (Furniture in an office, company information) 4. Making an appointment (Time expressions: the clock, days of the week, seasons, ordinal numbers, dates) 5. Company structure (Departments and their functions, work-activities, assessments) 6. A business lunch (Food and beverages, placing an order and paying in a restaurant, weather, hobbies) 7. Customer visits (Invitations, route descriptions, means of transportation) 8. A company anniversary (Proposing a plan, organizing a feast, small-talks about holidays) 9. A trainee (Experiences in various departments, reports, computer skills) 10. A business trip (organizing a trip, weather, clothes, reporting company development)

	4-8 persons	3 person
Course Fee*	250 EUR	330 EUR

*All bank charges must be paid by the remitter. (Our bank charges are 10 EUR if you pay in Euros) The teaching material is included in the course fee.

To apply, please send the completed application form to debrecen@nyariegyetem.hu.

Application Deadline: 18 September 2020



DEBRECEN SUMMER SCHOOL IS COMING TO YOUR HOME

ONLINE BUSINESS GERMAN—INTERMEDIATE LEVEL

40 class units/10 weeks, 2 ECTS credits

September–December 2020

The aim of the course:

The course is designed to help students develop intermediate German language skills that can be used in work situations. A specific vocabulary is introduced and emphasis is put on speaking, listening, reading and writing skills. Previous knowledge of the German language is required, the course targets a firm intermediate level.

Program of Studies:

- 4 class units (4 x 45 min) a week
- groups of 4 to 6 students
- language of instruction: English
- instruction format: online course
- a Certificate of Attendance is issued at the end of the course

Neptun Code:

German business language B1 level: DNYE-GERMANB002

You can register in Neptun, but it is not a must.



Main Topics:

1. Work forms and models, company forms, contracts 2. Working on a project: planning, presenting, teaming up 3. Charts and figures on business development and the stock market 4. Types of insurances and taxes, interpreting a payslip 5. Marketing and advertising, interpreting a market study, drawing conclusions 6. Status of a project: causes of success and failure, proposing ideas, a mediation talk 7. Rights of the employee: the works council and its responsibilities 8. Product presentation and a trade fair 9. Transportation of goods, customer complaints 10. A job interview

	4-8 persons	3 person
Course Fee*	250 EUR	330 EUR

*All bank charges must be paid by the remitter. (Our bank charges are 10 EUR if you pay in Euros) The teaching material is included in the course fee.

To apply, please send the completed application form to debrecen@nyariegyetem.hu.

Application Deadline: 16 September 2020

DEBRECEN SUMMER SCHOOL IS COMING TO YOUR HOME

ONLINE BUSINESS GERMAN—ADVANCED LEVEL

PROFESSIONAL CUSTOMER COMMUNICATION IN GERMAN

40 class units/10 weeks, 2 ECTS credits

September–December 2020

The aim of the course:

Besides the strong upper intermediate German language knowledge, the course aims to provide an essential training of communication and problem management techniques, sharpen skills required to optimize business operations and enhance communication and presentation skills. Students will acquire interpersonal techniques to use in person, on the phone or through digital channels, gain confidence in writing skills, delivering presentations and negotiating with customers and pick up professional problem management techniques.

Program of Studies:

- 4 class units (4 x 45 min) a week
- groups of 4 to 6 students
- language of instruction: English
- instruction format: online course
- a Certificate of Attendance is issued at the end of the course

Neptun Code:

German business language B2-C1 level: DNYE-GERMANB003

You can register in Neptun, but it is not a must.



Main Topics:

1. Soft skills & Problem Management: *Forms and levels of communication, requirements of successful communication, preparing for a conversation, dos and don'ts, how to react to complaints, aggression and anger* 2. Face-to-face communication: *Meetings, negotiations, presentations, expressing opinion, describing statistics and charts, receiving visitors* 3. Telephone Communication: *Active listening, specifics of a telephone conversation, receiving calls from clients, colleagues and superiors* 4. E-mail communication: *Choice of the right medium, specifics of e-mail communication, strategies for the successful customer-dialogue, structure of an ideal e-mail, strategies to avoid information-flood* 5. Intercultural communication: *Interpretation problems, intercultural work environments, dealing with diverse conventions, avoiding misunderstandings.*

	4-8 persons	3 person
Course Fee*	250 EUR	330 EUR

*All bank charges must be paid by the remitter. (Our bank charges are 10 EUR if you pay in Euros) The teaching material is included in the course fee.

To apply, please send the completed application form to debrecen@nyariegyetem.hu.

Application Deadline: 16 September 2020

Contact: Debreceni Nyári Egyetem
H-4010 Debrecen, Pf. 35.
Registration Number: E-000132/2014

Telephone: +36 52 532 594, Fax: +36 52 532 595
E-mail: debrecen@nyariegyetem.hu
Web: www.nyariegyetem.hu