



Program: General Purpose Program
 Course: GPP German 1
 Level: Beginner
 Length: 100+ units

Course Description

The General Purpose Program is for students who need to improve their language skills for general, social, or academic purposes. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating and challenging conversations in order to help you speak and think in German. In this beginner course, you will learn to use the most common verbal structures in order to meet basic communicative needs. You will also learn to express feeling and opinions and discuss common topics. Sample themes include nationalities, professions, the home, leisure activities, asking for and giving directions, and food and drink.

Learner Outcomes

After completing GPP German 1, students will be able to:

1. Speak using simple and polite phrases, short sentences, and basic questions to handle everyday communication needs, such as introductions, exchanging personal information, asking and giving directions, engaging in social activities, and ordering from a menu.
 - Construct questions and statements in both the affirmative and negative with the most common verbs
 - Can describe and compare people, places, things, and daily habits
 - Can tell time, share personal and biographical details, buy goods, and distinguish between past, present, and future
2. Listen to and understand someone speaking slowly and deliberately to express personal information, give instructions or directions to a nearby location, and discuss common topics that are familiar or unfamiliar.
 - Can generally understand speech in social situations where the present, past, and future are used, but frequently needs to have words or phrases repeated
3. Read and understand basic German commonly encountered in the environment to address immediate survival needs, such as menus, road signs, maps, advertisements, signs on buildings and store fronts, and bus routes or schedules.
 - Can comprehend short printed materials to get the main idea (travel brochures, magazines, memos)
4. Write a basic response on a given topic using simple sentences in the present, past, and future, a list of items to bring on vacation or to buy at the store, and a letter describing personal details to a friend.
 - Construct questions and statements in both the affirmative and negative with the most common verbs

Formal Assessment - Your progress will be assessed at the halfway point and end of your course.

After book unit 15, the inlingua GPP German 1 Progress Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total

Fail: under 31 points total

Score Ranges: Excellent (44-50 points) Very Good (38-43 points) Good (31-37 points)

After book unit 30, the inlingua GPP German 1 Achievement Test will be administered. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points total

Fail: under 50 points total

Score Ranges: Excellent (70-80 points) Very Good (60-69 points) Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail must repeat the current level before advancing to the next level.



Program: General Purpose Program
 Course: GPP German 2
 Level: Low Intermediate
 Length: 100+ units

Course Description

The General Purpose Program is for students who need to improve their language skills for general, social, or academic purposes. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating and challenging conversations in order to help you speak and think in German. In this intermediate level, you will learn more complex structures and advanced vocabulary while developing mastery of the fundamental structures and vocabulary of the language. You will achieve a level of limited working proficiency in German and be able to handle routine social and work situations. Sample themes include shopping, childhood memories, geography and statistics, literature and the media, discussing problems and solutions, and job search and résumé writing.

Learner Outcomes

After completing GPP German 2, students will be able to:

1. Speak in polite conversations during routine social situations about current and past events, work, family, friends, and autobiographical information as well as prepare a short presentation.
 - Construct questions and statements in both the affirmative and negative with a variety of verbs
 - Can describe people, places, things, actions, past experiences, and future goals in greater detail
 - Can tell time, share personal and biographical details, buy goods, ask and give directions, order from a menu, engage in social activities, and distinguish between past, present, and future
 - Can share opinions, complain politely, use reported speech, and discuss cultural issues
2. Listen to and understand someone speaking normally in routine social interactions and when conducting basic business transactions either in person or on the telephone.
 - Can generally understand normal speech in the present, past, and future tenses, but occasionally needs to have words or phrases repeated
 - Can comprehend basic instructions and discussions on common topics that are familiar or unfamiliar
3. Read and understand non-technical German commonly encountered in everyday social and business environments, such as menus, road signs, maps, advertisements, signs on buildings or store fronts, bus routes or schedules, travel guides, and magazine articles.
 - Can comprehend printed texts with multiple paragraphs to get the main idea and supporting details
4. Write a short response on a given or familiar topic using simple sentences in the past, present, and future tenses, a letter or e-mail requesting information or making a formal complaint, a list of items to bring on vacation or to buy at the store, and a personal article for a newsletter.
 - Construct questions and statements in both the affirmative and negative with a variety of verbs and distinguish between the past, present, and future

Formal Assessment - Your progress will be assessed at the halfway point and end of your course.

After book unit 15, the inlingua GPP German 2 Progress Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total

Fail: under 31 points total

Score Ranges: Excellent (44-50 points) Very Good (38-43 points) Good (31-37 points)

After book unit 30, the inlingua GPP German 2 Achievement Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points total

Fail: under 50 points total

Score Ranges: Excellent (70-80 points) Very Good (60-69 points) Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail must repeat the current level before advancing to the next level.



Program: General Purpose Program
 Course: GPP German 3

Level: High Intermediate
 Length: 100+ units

Course Description

The General Purpose Program is for students who need to improve their language skills for general, social, or academic purposes. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating and challenging conversations in order to help you speak and think in German. Upon completion of this high intermediate level, you will achieve a level of general professional proficiency in German. You will be able to fluently and easily express your ideas on a wide variety of topics with complex structures and vocabulary. Sample themes include idiomatic expressions, at the dentist, discussing the past, German literature, and letter writing.

Learner Outcomes

After completing GPP German 3, students will be able to:

1. Speak in formal and informal conversations about personal interests, practical, social, and professional topics, and specialized fields of knowledge as well as give prepared and impromptu speeches.
 - Construct questions and statements with simple and complex structures in all verbal tenses
 - Can answer objections, share opinions, justify decisions, clarify points, use formal and informal speech appropriately, conduct meetings, and give instructions
 - Can tell time, share autobiographical details, buy goods, ask and give directions, order from a menu, complain politely, engage in social activities, and discuss cultural issues
2. Listen to and understand audio recordings, news broadcasts, and someone speaking normally in formal and informal interactions and when conducting business transactions either in person or on the telephone.
 - Can generally understand speech in the present, past, and future tenses and conversations on non-technical and some technical subjects, but may need to ask the speaker to provide more information
 - Can comprehend instructions and discussions on topics that are familiar or unfamiliar
 - Can watch and understand the gist of movies without the assistance of subtitles
3. Read and understand non-technical and some technical German commonly encountered in formal and informal social and business environments, such as menus, road signs, maps, advertisements, travel guides, magazine articles, newspaper articles, memos, and instruction manuals.
 - Can comprehend printed materials with multiple paragraphs
 - Can start reading critically to identify supporting details and the organization of ideas
4. Write a multi-paragraph response on an assigned or chosen topic using the past, present, and future tenses, a letter or e-mail to request information, complain, or compliment a business, and a letter or editorial stating and defending an opinion.
 - Construct questions and statements with simple and complex structures in all verbal tenses

Formal Assessment - Your progress will be assessed at the halfway point and end of your course.

After book unit 15, the inlingua GPP German 3 Progress Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total

Fail: under 31 points total

Score Ranges: Excellent (44-50 points) Very Good (38-43 points) Good (31-37 points)

After book unit 30, the inlingua GPP German 3 Achievement Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points total

Fail: under 50 points total

Score Ranges: Excellent (70-80 points) Very Good (60-69 points) Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level.



Program: Accelerated Professional Program
 Course: APP German 1
 Level: Beginner
 Length: 100+ units

Course Description

The Accelerated Professional Program is for students who need to learn or improve their German fluency for business purposes in order to communicate successfully in today’s business world. APP emphasizes the development of practical language skills with a focus on business-related themes, vocabulary, and grammatical structures. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating conversations and real-life business scenarios. In this high-beginner course, you will be able to effectively conduct basic business and social activities and tasks in German by combining the four language skills: speaking, listening, reading, and writing with a special focus on business topics. You will be able to perform basic work-related and social functions in German. Sample themes include an international conference, computer problems, at the hotel, telephoning, budget planning, and customer service.

Learner Outcomes

After completing APP German 1, students will be able to:

1. Speak using simple and polite phrases, short sentences, and basic questions to handle basic business and everyday communication needs, such as introductions, exchanging personal information, asking and giving directions while travelling, engaging in social activities, and ordering from a menu.
 - Use business-related vocabulary and speak about the present, past, and future with a number of verbs in questions and statements in both the affirmative and negative
 - Can describe and compare people, places, things, daily habits and state opinions
 - Can tell time, share work details, make predictions, and arrange appointments and meetings
2. Listen to and understand someone speaking slowly and deliberately to express personal information, give instructions or directions to a nearby location, and discuss common topics that are familiar or unfamiliar.
 - Can generally understand speech in social and professional situations where the present, past, and future are used, but frequently needs to have words or phrases repeated
3. Read and understand basic German commonly encountered in the environment to address immediate survival needs, such as menus, maps, advertisements, schedules, financial figures, and basic correspondence.
 - Can comprehend short printed materials to get the main idea (travel brochures, magazines, memos)
4. Write a basic response on a given or familiar topic using simple sentences in the present, past, and future, a list or schedule, an e-mail to confirm, complain, or request information, a letter describing personal or professional details, and a short report on working habits.
 - Can use business-related vocabulary and distinguish between the past, present, and future with a number of verbs to write simple sentences and questions

Formal Assessment - Your progress will be assessed at the halfway point and end of your course.

After book unit 15, the inlingua GPP German 1 Progress Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total

Fail: under 31 points total

Score Ranges: Excellent (44-50 points) Very Good (38-43 points) Good (31-37 points)

After book unit 30, the inlingua GPP German 1 Achievement Test will be administered. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points total

Fail: under 50 points total

Score Ranges: Excellent (70-80 points) Very Good (60-69 points) Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level before advancing to the next level.



Program: Accelerated Professional Program
 Course: APP German 2
 Level: Low Intermediate
 Length: 100+ units

Course Description

The Accelerated Professional Program is for students who need to learn or improve their German fluency for business purposes in order to communicate successfully in today’s business world. APP emphasizes the development of practical language skills with a focus on business-related themes, vocabulary, and grammatical structures. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating conversations and real-life business scenarios. In this low intermediate course, you will be challenged to use complex structures, verb tenses, and advanced vocabulary in high-level debates and conversations. You will be able to satisfy social demands as well as general work requirements. Sample themes include marketing, interviewing, banking, taxes, searching for housing, and health.

Learner Outcomes

After completing APP German 2, students will be able to:

1. Speak in polite conversations during routine social and professional situations about current and past events, work, family, friends, and autobiographical information as well as prepare a short presentation.
 - Use business-related vocabulary and speak about the present, past, and future with a number of verbs in questions and statements in both the affirmative and negative
 - Can describe people, places, things, actions, past experiences, and future goals in detail
 - Can share opinions, make predictions, communicate on the phone, and make suggestions
 - Can speak and complain politely, use reported speech, participate in a meeting, and apply for a job
2. Listen to and understand someone speaking normally in routine social and professional interactions and when conducting basic business transactions either in person or on the telephone.
 - Can generally understand normal speech in the present, past, and future tenses, but occasionally needs to have words or phrases repeated
3. Read and understand German commonly encountered in everyday social and business environments, such as menus, road signs, advertisements, schedules, travel guides, magazine articles, agendas, and office memos.
 - Can comprehend printed texts with multiple paragraphs to get the main idea and supporting details
4. Write a response on a given topic using simple sentences in the past, present, and future tenses, basic business correspondence including letters and e-mails, a complaint or apology letter, and a résumé/CV and cover letter.
 - Can use business-related vocabulary and distinguish between the past, present, and future with a number of verbs to write simple sentences and questions

Formal Assessment - Your progress will be assessed at the halfway point and end of your course.

After book unit 15, the inlingua GPP German 2 Progress Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total
 Fail: under 31 points total
 Score Ranges: Excellent (44-50 points) Very Good (38-43 points) Good (31-37 points)

After book unit 30, the inlingua GPP German 2 Achievement Test will be administered. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points total
 Fail: under 50 points total
 Score Ranges: Excellent (70-80 points) Very Good (60-69 points) Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level before advancing to the next level.



Program: Accelerated Professional Program Modules
Language: German
Course: Basic/Advanced Business Correspondence
Level: Basic for GPP/APP Level 2 and Advanced for GPP/APP Level 3
Length: 26+ units

Program Description

The Accelerated Professional Program can be enhanced by classes from any of our APP Business Modules. APP Modules are specialized, individually-tailored, non-intensive language courses of typically short duration for students at an intermediate or advanced level who wish to improve specific communication skills with business-oriented language training. We will assess each student's current capabilities, goals, and language learning style in order to develop a course that best meets his or her needs. APP Modules can be taken individually or as a supplement to other inlingua language courses.

Course Description

The Business Correspondence module is designed for students who need to improve their ability to write effective business letters, faxes, or e-mails in German. You will learn the structures, expressions, and procedures commonly used in business writing, as well as how to communicate clearly and effectively through written documents. Sample themes include claim letters, customer relations letters, requesting information, cover letters, collection letters, and providing information. This module is available in both a basic and an advanced format.

Learner Outcomes

After completing Basic/Advanced Business Correspondence, students will be able to:

1. Write e-mails, faxes, and formal and informal letters.
 - Label correspondence for routing and circulation, open and close formal and informal messages, and refer to attachments and enclosures
2. Refer to a subject or previous contact and thank the sender.
 - Confirm business arrangements/discussions/travel arrangements/agreements, describe responsibilities and contingency plans, refer to oral agreements, and invite confirmation of agreement
3. Make and respond to inquiries.
 - Request information or assistance, respond to requests for information, offer assistance, make arrangements for future contact, reply to questions, and request confidentiality
4. Use the right tone and register in correspondence.
 - Draw attention to unsatisfactory circumstances, express concern and dissatisfaction, demand action, make apologies, express regret, describe reasons for problems, describe consequences, give assurances, express pleasure, and express thanks
5. Exert pressure and express authority.
 - Intensify language, refer to earlier correspondence/claims/accusations, highlight problems, give ultimatums, respond with disagreement, emphasize the terms of agreements, link and contrast to build arguments
6. Communicate clearly with appropriate construction and layout of messages.
 - Use abbreviations and abbreviated language, use bullets and headings, and create short and clear messages

Informal Assessment

The instructor will informally assess your progress throughout the duration of the course to ensure that you are meeting the course objectives. Additionally, the instructor will provide feedback regarding your performance and progress on any oral or written components completed during the course.



Program: Accelerated Professional Program Modules
Language: German
Course: Basic/Advanced Telephone Communication
Level: Basic for GPP/APP Level 2 and Advanced for GPP/APP Level 3
Length: 26+ units

Program Description

The Accelerated Professional Program can be enhanced by classes from any of our APP Business Modules. APP Modules are specialized, individually-tailored, non-intensive language courses of typically short duration for students at an intermediate or advanced level who wish to improve specific communication skills with business-oriented language training. We will assess each student's current capabilities, goals, and language learning style in order to develop a course that best meets his or her needs. APP Modules can be taken individually or as a supplement to other inlingua language courses.

Course Description

Telephone communication is one of the most difficult tasks for many non-native German speakers since they cannot rely on body language and facial expressions to aid comprehension. The Telephone Communication module will teach students the vocabulary, structures, and idiomatic expressions commonly used in telephone conversations. You will practice the listening skills necessary for telephone conversations while learning to speak clearly so that others may understand you while on the phone. Sample themes include beginning and ending calls, repetition and clarification, expressing feelings and reactions, calling new contacts, overcoming barriers, and taking part in conference calls. This module is available in both a basic and an advanced format.

Learner Outcomes

After completing Basic/Advanced Telephone Communication, students will be able to:

1. Begin and end telephone calls.
 - Answer the telephone, greet acquaintances, give and inquire about identity, exchange contact details, direct calls and put calls on hold, refer to the subject of calls, ask for repetition and clarification, rephrase information, and close politely
2. Deal with taking and leaving messages.
 - Ask and offer to leave a message, leave a message, pass on a request, promise to pass on a message, report a message/conversation, express opinions about a message/conversation, and return a call
3. Make arrangements.
 - Volunteer to take action, request follow-up action, describe follow-up action, arrange future contact, discuss availability, suggest dates and times for meetings, make/finalize/change arrangements, describe responsibilities, check for mutual understanding, and request confirmation
4. Emphasize and reinforce ideas and feelings to get the message across.
 - Check that assumptions, express surprise and disbelief, react neutrally, react to good and bad news, express degrees of agreement and disagreement, express support, question opinions and decisions, and make and invite suggestions and recommendations
5. Handle the challenges of calling new contacts, taking part in conference calls, and maintaining longer calls.
 - Make formal introductions, describe the purpose of a call, outline a call agenda, enter discussions, and make and deal with interruptions.
6. Prepare for calls, overcome language barriers, and follow-up calls in writing.

Informal Assessment

The instructor will informally assess your progress throughout the duration of the course to ensure that you are meeting the course objectives. Additionally, the instructor will provide feedback regarding your performance and progress on any oral or written components completed during the course.