

SYLLABUS

1. Information regarding the program

1.1 Higher education institution	UNIVERSITY OF ORADEA
1.2 Faculty	FACULTY OF ECONOMIC SCIENCES
1.3 Department	DEPARTMENT OF INTERNATIONAL BUSINESS
1.4 Field of study	ECONOMICS AND INTERNATIONAL BUSINESS
1.5 Cycle of study	CYCLE I - BACHELOR
1.6 Program of study /Degree	INTERNATIONAL BUSINESS / BACHELOR DEGREE

2. Information regarding the discipline

2.1 Name of discipline	Commercial Correspondence in Foreign Language II.1(German)						
2.2 Course titleholder	lecturer Andrea HAMBURG PhD						
2.3 Seminar titleholder	lecturer Andrea HAMBURG PhD						
2.4 Year of study	III	2.5 Semester	I	2.6 Type of assessment	CV.	2.7 Type of discipline	I

(I) Compulsory; (O) Elective; (F) Facultative

3. Estimated total time (hours/semester of activities)

3.1 Number of hours/week	3	out of which: 3.2 course	2	3.3 seminar	1
3.4 Total of hours in the Curriculum	42	out of which: 3.5 course	28	3.6 seminar	14
Distribution of hours:					58 hours
Studying the workbook, course book, bibliography and notes					38 hours
Supplementary documentation in the library, on electronic specialty sites and in the field					5 hours
Preparing seminars/laboratories, themes, projects, portfolios and essays					12 hours
Tutorship					0 hour
Assessment activities					3 hours
Other activities.....					0 hour
3.7 Total hours of individual study	58				
3.9 Total hours/semester	100				
3.10 Number of credits	4				

4. Pre-requisites (if applicable)

4.1 curriculum	-
4.2 skills	-

5. Conditions (if applicable)

5.1. concerning the course activities	Existence of videoprojector
5.2. concerning the seminar/laboratory activities	-

6. Specific skills acquired

Professional skills	<ul style="list-style-type: none"> ▪ C2.1 Describing the methods and techniques of negotiation and execution of international transactions
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Transversal Skills	<ul style="list-style-type: none"> ▪ CT1. The application of principles, norms and professional ethics values in the personal strategy of rigorous, efficient and responsible work. ▪ CT3. The identification of opportunities of continuous formation and values – the efficient implementation of the resources and educational techniques for the personal development.
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7. Objectives of discipline (resulting from the grid of specific skills acquired)

7.1 General objective of discipline	<ul style="list-style-type: none"> ▪ Forming communication skills in oral and written communication in a widely spoken foreign language like German for professional goals and at the same time awareness of the importance of lifelong learning ▪ The ability of using in German key concepts in the domain of international business ▪ Forming intercultural competence and the ability of working in multi-specialized and multicultural teams ▪ The ability of documentation in German language
7.2 Specific objectives	<ul style="list-style-type: none"> ▪ Knowledge and correct use of the rules of formal correspondence and especially of business correspondence; ▪ The ability of drawing up according to certain models different types of business letters like: inquiry, solicited/unsolicited offer, order, complaints, request for information etc.; ▪ Knowing grammar rules for correct use of structures applied in special terminology like: passive voice, conditional etc.; ▪ The capacity of elaborating in German texts of different types

8. Contents

8.1 Course (C)	Teaching methods	Observations
8.1.1. Die Form des deutschen Geschäftsbriefs I	discourse, interactive methods	
8.1.2. Die Form des deutschen Geschäftsbriefs II	discourse, interactive methods	
8.1.3. Einfache Anfrage	discourse, interactive methods	
8.1.4. Der Konjunktiv Imperfekt	discourse, interactive methods	
8.1.5. Der Konditionalis	discourse, interactive methods	
8.1.6. Verlangtes Angebot	discourse, interactive methods	
8.1.7. Unverlangtes Angebot	discourse, interactive methods	
8.1.8. Der Vorgangspassiv	discourse, interactive methods	
8.1.9. Der Zustandspassiv	discourse, interactive methods	
8.1.10. Warenbestellung	discourse, interactive methods	
8.1.11. Bitte um Bankauskunft	discourse, interactive methods	
8.1.12. Beschwerde wegen Verwechslung	discourse, interactive methods	
8.1.13. Beschwerde über Qualitätsmangel/ unzulängliche Waren	discourse, interactive methods	
8.1.14. Antwort auf Beschwerde	discourse, interactive methods	
Bibliography 1. Abegg, Birgit, Langenscheidts Musterbriefe, 100 Briefe Deutsch für Export und Import, Langenscheidt: Berlin, München, 2001. 2. Hamburg, Andrea, Handelskorrespondenz in deutscher Sprache, Oradea, 2014, https://distance.iduoradea.ro/course/view.php?id=5928 3. Hamburg, Andrea, Interkulturelle Kommunikation, Deutschkurs für das Magisterstudium, University Publishing House Oradea, 2010 4. Hartley, Paul, Robins, Gertrud, Germana pentru oameni de afaceri, Teora: București, 1997. 5. Macaire, Dominique, Nicolas, Gerd, Wirtschaftsdeutsch für Anfänger, Aufbaustufe, Ernst Klett International, Stuttgart, 2002. 6. https://rechnungen-muster.de/geschaeftsbrief-vorlagen		

8.2 Seminar (S)	Teaching methods	Observations
8.2.1. Übungen zur Gestaltung der Korrespondenz I	interactive methods	
8.2.2. Übungen zur Gestaltung der Korrespondenz II	interactive methods	
8.2.3. Zusammenstellung einer einfachen Anfrage	interactive methods, cooperative learning	
8.2.4. Übungen zum Konjunktiv Imperfekt I	interactive methods	
8.2.5. Übungen zum Konjunktiv Imperfekt II	interactive methods	
8.2.6. Übungen zum Konditionalis	interactive methods	
8.2.7. Zusammenstellung eines Angebots	interactive methods, cooperative learning	
8.2.8. Übungen zum Passiv I	interactive methods	
8.2.9. Übungen zum Passiv II	interactive methods	
8.2.10. Zusammenstellung einer Bestellung	interactive methods, cooperative learning	
8.2.11. Erteilen der Bankauskunft - Positive/negative Bankauskunft	interactive methods	
8.2.12. Zusammenstellung einer Beschwerde wegen Verwechslung	interactive methods	
8.2.13. Zusammenstellung einer Beschwerde wegen Qualitätsmangel	interactive methods	
8.2.14. Zusammenstellung einer Antwort auf Beschwerde	interactive methods	
8.3 Laboratory (L)		
8.4 Project (P)		
8.5 Practical works (P)		
Bibliography <ol style="list-style-type: none"> 1. Buscha, Anne, Linthout, Gisela, Geschäftskommunikation, Verhandlungssprache, Hueber Verlag, 2. Hamburg, Andrea, Deutsche Grammatik mal anders - 100 Übungen mit Spaß, University Publishing House Oradea , 2003. 3. Macaire, Dominique, Nicolas, Gerd, Wirtschaftsdeutsch für Anfänger, Aufbaustufe, Ernst Klett International, Stuttgart, 2002. 		

9. Corroboration of the contents of the discipline with the expectations of the epistemic community, professional associations and employers representing the field of study of the program

<ul style="list-style-type: none"> ▪ The content of the Commercial correspondence course in German offers future economists the necessary skills for written communication in German with direct application in their every day professional life ▪ The topics suggested serve the communicational needs and offer means for written communication in international business relations meeting thus the expectations and needs of the socio-economic medium

10. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course (C)	Requirements for grade 5: - acquiring working techniques with auxiliary devices like: letter models, dictionaries etc; - knowing the features of a business letter and of official correspondence in general - the ability of drawing up a simple business letter to the topics handled;	Final written examination 3 subjects/50 minutes	50%

	<p>- the ability of recognizing professional terminology and grammar structures for specific objectives in German like: passive voice, conditional etc.;</p> <p>Requirements for grade 10:</p> <p>- acquiring working techniques with auxiliary devices like: letter models, dictionaries etc;</p> <p>- knowing and applying the features of a business letter and of official correspondence in general correctly</p> <p>- the ability of drawing up a business letter to the topics handled;</p> <p>- the ability of recognizing and applying professional terminology and grammar structures for specific objectives in German like: passive voice, conditional etc. In a correct way;</p> <p>- tackling all the topics at the final and intermediary written paper;</p> <p>- consulting course material.</p>		
10.5 Seminar (S)		Intermediary paper (semester assessment – possible only during the semester, 45 minutes)	50%
10.6 Laboratory (L)			
10.7 Project (P)			
10.8 Practical works (P)			
10.9 Minimum performance standard			
<ul style="list-style-type: none"> ▪ Analysing two types of negotiation situations (non)conflict in international business (at a private and public level) ▪ Finding real time solutions, having qualified assistance, solving a real/hypothetical problem at the workplace, complying with the rules of professional ethics. 			

Date	Course titleholder:	Seminar titleholder:
21.09.2020	Lecturer Andrea Hamburg PhD	Lecturer Andrea Hamburg PhD
	E-mail address: ahamburg@uoradea.ro	E-mail address: ahamburg@uoradea.ro

Date of approval in the Department:
28.09.2020

Director of Department,
Associate Professor Liana-Eugenia MEȘTER PhD

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Dean,

Professor Alina BĂDULESCU PhD

**Date of approval in
The Council of the
Faculty of
Economic Sciences:**

30.09.2020

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