

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.2 (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	II	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 Curriculum	42	out of which: 3.5 course	28	3.6 seminar	14
Distribution of hours:					8 hours
Studying the workbook, course book, bibliography and notes					4 hours
Supplementary documentation in the library, on electronic specialty sites and in the field					0 hours
Preparing seminars/laboratories, themes, projects, portfolios and essays					2 hours
Tutorship					0 hour
Assessment activities					2 hours
Other activities.....					0 hour
3.7 Total hours of individual study	8				
3.9 Total hours/semester	50				
3.10 Number of credits	2				

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"> ▪ C1.1 Describing the key concepts, theories and methods used in the study of competitive advantages at different levels (global, EU-27, national, regional) for profit-oriented public or private institutional units ▪ 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: reminders as a result of delayed payment, letter of condolence, offer of an agency, applying for an agency, booking accommodation, reservations of all kinds, confirming reservation etc.; ▪ Knowing grammar rules for correct use of structures applied in special terminology like: prepositions with genitive, complex attributes etc.; ▪ The capacity of elaborating in German texts of different types

8. Contents

8.1 Course (C)	Teaching methods	Observations
8.1.1. Erste Mahnung wegen verspäteter Zahlung	discourse, interactive methods	
8.1.2. Zweite Mahnung wegen verspäteter Zahlung	discourse, interactive methods	
8.1.3. Antwort auf Mahnung	discourse, interactive methods	
8.1.4. Kondolenzbrief	discourse, interactive methods	
8.1.5. Angebot einer Vertretung	discourse, interactive methods	
8.1.6. Bewerbung um eine Vertretung	discourse, interactive methods	
8.1.7. Buchung eines Hotelzimmers – Geschäftsbrief	discourse, interactive methods	
8.1.8. Bestätigung der Buchung	discourse, interactive methods	
8.1.9. Das erweiterte Attribut	discourse, interactive methods	
8.1.10. Standreservierung auf einer Messe	discourse, interactive methods	
8.1.11. Bestätigung der Standreservierung	discourse, interactive methods	
8.1.12. Präpositionen mit dem Genitiv	discourse, interactive methods	
8.1.13. Anzeige eines Besuchstermins	discourse, interactive methods	
8.1.14. Bestätigung eines Besuchstermins	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. Erstellen eines Mahnungsbriefes I	interactive methods	
8.2.2. Erstellen eines Mahnungsbriefes II	interactive methods	
8.2.3. Erstellen einer Antwort auf Mahnung	interactive methods, cooperative learning	
8.2.4. Zusammenstellung eines Kondolenzbriefes	interactive methods	
8.2.5. Angebote für Vertretungen	interactive methods, cooperative learning	
8.2.6. Erstellen eines Bewerbungsschreibens für Vertretungen	interactive methods, cooperative learning	
8.2.7. Buchung und Bestätigung der Buchung	interactive methods, cooperative learning	
8.2.8. Übungen zum erweiterten Attribut I	interactive methods	
8.2.9. Übungen zum erweiterten Attribut II	interactive methods	
8.2.10. Standreservierung und Bestätigung der Standreservierung	interactive methods, cooperative learning	
8.2.11. Übungen zu den Präpositionen mit dem Genitiv Teil I	interactive methods	
8.2.12. Übungen zu den Präpositionen mit dem Genitiv Teil II	interactive methods	
8.2.13. Anzeige und Bestätigung eines Besuchstermins	interactive methods, cooperative learning	
8.2.14. Wiederholung	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	Final written examination	50%

	<p>in general</p> <ul style="list-style-type: none"> - the ability of drawing up a simple business letter to the topics handled; - the ability of recognizing professional terminology and grammar structures for specific objectives in German like: prepositions with genitive, complex attributes etc.; <p>Requirements for grade 10:</p> <ul style="list-style-type: none"> - acquiring working techniques with auxiliary devices like: letter models, dictionaries etc; - knowing and applying the features of a business letter and of official correspondence in general correctly - the ability of drawing up a business letter to the topics handled; - the ability of recognizing and applying professional terminology and grammar structures for specific objectives in German like: prepositions with genitive, complex attributes etc. in a correct way; - tackling all the topics at the final and intermediary written paper; - consulting course material. 		
10.5 Seminar (S)		Intermediary paper (semester assessment – possible only during the semester)	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

21.09.2020

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**Date of approval in
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**Date of approval in
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