



# **Englisch C1**

**Mitschrift**

Mitschrift von Falk-Jonatan Strube

Veranstaltung von B.Arch. B.Sc. Darlene Kilian

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# 1 HTW Campus English

## University vocabulary

- Undergraduate
  - Associates (2 years of study)
  - Bachelor (up to 4 years of study)
  - Diplom
- (Post-)graduate
  - Masters
  - Doctorate (PhD)

university years (undergraduate):

- freshman
- sophomore
- junior
- senior

GPA: grade point average

$4,0 \stackrel{\text{US}}{=} 1,0$   
US DE

**Faculties** are not called 'faculties' but *school of .../college of ...!*  
The HTW has schools of ...

- Mechanical Engineering / Process Engineering
- (Environmental Engineering)
- Mathematics / Informatics
- Architecture / Civil Engineering
- Business Administration
- Product Design
- Chemical Engineering / Agriculture
- Electrical Engineering

with multiple specializations / majors / minors.

**other vocabulary**

(Dorm)itory / Hall of Residence	Wohnheim
Tuition	Studiengebühren / Semesterbeitrag
Bursar's office	Universitätskasse
scholarship	Stipendium
grant	Stipendium (von Firmen)
high school diploma	Zeugnissurkunde
(high school) transcripts	Zeugniss mit Noten
ACT (American College Testing)	Prüfung (US)
SAT (Scholastic Assessment Test)	Test (US)

## **2 Campus Life**

Oxford EAP Unit 1a, pp. 8-11

### **2.1 Education**

### **2.2 Conditionals**

### **2.3 Conditional sentences: verb tenses**

### **2.4 Exercises**

# **3 Business Structures**

Business 21, ch. 3

## **3.1 Legal forms of Doing Business in Germany**

## **3.2 What is Management?**

## **3.3 Management Skills**

## **3.4 Company Structure**

## **3.5 An Organization Chart**

## **3.6 Self-Study**

## **4 Personal Development**

Success with BEC: Unit 1.1, pp 6-8

The Business Advanced: Unit 1 Pers. Development, pp 8-9, 14-15

### **4.1 Grammar**

### **4.2 Vocabulary**

### **4.3 Management Skills**

### **4.4 Writing**

### **4.5 Gerund and infinitive**

### **4.6 Job Applications for Mechanical Engineering Students**

## **5 Applying for an Internship**

Career Express B2: Unit 1 Applying for an Internship



# **6 Job Applications**

Berkley

## **6.1 Common interview questions**

## **6.2 Asking and answering questions**

## 7 Interviews

Berkley

## 8 Formal and Informal

### 8.1 Vocabulary

<b>Verbs</b>	to depart	to go
	to retain	to keep
	to cease	to stop
	to function	to work
	to masticate	to chew
	to demonstrate	to show
	to reside	to live
	to appear	to appear
	to abbreviate	to shorten
	to terminate	to end
	to aid	to help
	to commence	to begin
	to desire/demand	to want
	to obtain	to get
	to liberate	to free
	to consume	to eat

<b>Adverbials</b>	subsequently	next/later
	principally	mainly
	consequently/therefore	so
	initially	at first
	finally	in the end

<b>Nouns</b>	carnivore	meat-eater
	putrefaction	decay/rot
	deficiency	lack
	vision	sight
	residence	home
	respiration	breathing
	somnambulist	sleep walker
	comprehension	understanding
	perspiration	sweat

	incorrect	wrong
	amible	friendly
	vacant	empty
	insane	mad/crazy
	inexpensive	cheap
<b>Adjectives</b>	vivid/vivicios/animated	lively
	superior/improved	better
	immature/juvenile/infantile	childish
	sufficient	enough
	entire	whole
	senior	older

## 8.2 Phrasal verbs and single-word verbs

a.)

- 1.) arrived
- 2.) irritated
- 3.) despaired
- 4.) becoming
- 5.) provoking
- 6.) discussed
- 7.) contacted
- 8.) lodging
- 9.) connected
- 10.) investigated
- 11.) came
- 12.) arranged
- 13.) postponed
- 14.) visited
- 15.) refer

b.)

- 1.) got
- 2.) put up
- 3.) bring back
- 4.) gone by

- 5.) got
- 6.) worse
- 7.) joined in
- 8.) get on with
- 9.) fell out
- 10.) turned out
- 11.) making out

## 9 Products

### Task 9: (Monitor)

- This device uses multiple LED-lights. These lights compose to a pattern which is interpretable by the human eye. By using this device, complex data may be visualized for human interaction. This is useful for humans that want to see a comprehensive representation of a digital correlation.
- This tool sends out lights that form a picture. It works together with a computer to display its data on.

### Audience

#### Used language

expert	theoretical/technical
technician	technical/hands-on
executive	numbers (project-length, how much it costs, ...)
non-specialist	basics (with every-day-language)

#### Audience analysis

- background knowledge
- needs and interests
- demographics (age, gender)

#### Audience adaption

- add background information
- omit unnecessary info
- change the level of info
- add examples
- change the level of the examples
- change the organization of the info
- strengthen transitions
- write/give stronger introductions (for the whole and sections)
- create topic sentences
- change sentence style and length

- work on sentence clarity and economy
- use more or different graphics
- break up texts into meaningful chunks (shorter paragraphs)
- add cross-references
- use headings and lists
- use special typography

# 10 Presentation

Object oriented programming/modelling

- not needed
  - feasibility
  - information sources
  - graphical aids, expenses
- less important
  - procedure (of information-gathering)
- important
  - results (regarding all: report, presentation, handout)
  - bibliography
  - schedule (draft, presentation, ...)
  - qualifications (why subject is chosen)
  - outline