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Veranstaltung von B.Arch. B.Sc. Darlene Kilian 23. März 2016



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## 1 HTW Campus English

### **University vocabulary**

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

university years (undergraduate):

- freshman
- sophomore
- junior
- senior

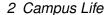
GPA: grade point average

$$4,0 \stackrel{\frown}{=} 1,0$$
 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

Wohnheim (Dorm)itory / Hall of Residence Tuiton Studiengebühren / Semesterbeitrag Bursar's office Universitätskasse Stipendium scholarship Stipendium (von Firmen) grant Zeugnissurkunde high school diploma Zeugniss mit Noten (high school) transcripts 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



**Verbs** 

## 8 Formal and Informal

## 8.1 Vocabulary

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

	subsequently	next/later
	principally	mainly
Adverbials	consequently/therefore	so

initially at first finally in the end

carnivore meat-eater
putrefaction decay/rot
deficiency lack

vision sight

Nouns residence home

respiration breathing somnambulist sleep walker comprehension understanding

perspiration sweat

whole

older



**Adjectives** 

incorrect wrong amible friendly vacant empty insane mad/crazy inexpensive cheap vivid/vivicios/animated lively superior/improved better immature/juvenile/infantile childish sufficient enough

### 8.2 Phrasal verbs and single-word verbs

entire

senior

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 aut
- 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 usefull for humans that want to see a comprehensive representation of a digital
  correlation.
- This tool sends out lights that forms 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 unneccessary info
- change the level of info
- add examples
- change the level of the examples





- chaneg the organization of the info
- strenghten 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