**1**. Verb “mögen” – to like

Conjugation is like modal verbs.

Ich mag

Du magst

Er/sie/es mag

Wir mögen

Ihr mögt

Sie/sie mögen

Beispiel: Mögen Sie Pizza? – Ja, Ich mag Pizza sehr.

**2**. Ja – Nein – Doch

When we respond to any Yes/No- Question in English, we have only two options, namely *yes* or *no*(and that is why they are called yes/no-question). But in German we have one more option “doch”. Let us now understand, where we should use *ja*, where we should use *nein* and where we should use *doch*.

When someone asks you a question positively i.e. there is no word suggesting negation in the question (like *nicht* or *kein*), then you answer with either *ja* or *nein* .

Beispiel: Hast du Geschwister?

Ja, ich habe Geschwister./ Nein, ich habe keine Geschwister.

*Doch*, which means “on the contrary” is used when question is asked negatively, but the answer is positive.

Beispiel: Hast du ***keine*** Geschwister? (Don’t you have siblings)

Doch, ich habe eine schwester und zwei Brüder.

Here, if you answer with *ja*, the person who asked the question would understand that you agree with him that you don’t have siblings. By using *doch* you are telling that on the contrary you have one sister and two brothers.

Another example:

Ist Prashant ***nicht*** dein Freund? (Is Prashant not your friend?)

Now, if Prashant is not your friend, then you answer simply “Nein, er ist nicht mein Freund”, but if he is your friend then you should answer- “Doch, er ist mein Freund”.

In short, when the question is asked positively and i) the answer is also positive, we use ***ja***, ii) the answer is negative, we use ***nein***. When the question is asked negatively and the answer is also negative, we answer with ***nein***, but if the answer is positive then we use ***doch***.

**3**. sich einen Termin vereinbaren (to arrange an appointment) (Netzwerk, page no. 57)

**4**. sich für die Verspätung entschuldigen und darauf reagieren (to apologise for being late and how to respond to the apology) (Netzwerk, page no. 59)

**5**. How to write a mail, in particular how to start and how to conclude. There are a few sample E-Mails in the book, which have also done in the classes.