

Lecture Notes

ENGLISCH C1

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1 FIRST SEMESTER

1.1 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

$4,0 \hat{=} 1,0$
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	Zeugnis mit Noten
ACT (American College Testing)	Prüfung (US)
SAT (Scholastic Assessment Test)	Test (US)

1.2 CAMPUS LIFE

Oxford EAP Unit 1a, pp. 8-11

1.2.1 EDUCATION

1.2.2 CONDITIONALS

1.2.3 CONDITIONAL SENTENCES: VERB TENSES

1.2.4 EXERCISES

1.3 BUSINESS STRUCTURES

Business 21, ch. 3

1.3.1 LEGAL FORMS OF DOING BUSINESS IN GERMANY

1.3.2 WHAT IS MANAGEMENT?

1.3.3 MANAGEMENT SKILLS

1.3.4 COMPANY STRUCTURE

1.3.5 AN ORGANIZATION CHART

1.3.6 SELF-STUDY

1.4 PERSONAL DEVELOPMENT

Success with BEC: Unit 1.1, pp 6-8

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



1.4.1 GRAMMAR

1.4.2 VOCABULARY

1.4.3 MANAGEMENT SKILLS

1.4.4 WRITING

1.4.5 GERUND AND INFINITIVE

1.4.6 JOB APPLICATIONS FOR MECHANICAL ENGINEERING STUDENTS

1.5 APPLYING FOR AN INTERNSHIP

Career Express B2: Unit 1 Applying for an Internship

1.6 JOB APPLICATIONS

Berkley

1.6.1 COMMON INTERVIEW QUESTIONS

1.6.2 ASKING AND ANSWERING QUESTIONS

1.7 INTERVIEWS

Berkley



2 SECOND SEMESTER

2.1 FORMAL AND INFORMAL

2.1.1 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
Verbs	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

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

2.1.2 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

2.2 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 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 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

2.3 PRESENTATION PRACTICE

2.4 PROPOSAL REVIEW

2.4.1 ABSTRACT

(for Handout) (200 words)

(active tense) (non-evaluative → no opinion, mostly facts)

2.5 PRESENTATION

Object oriented programming/modelling

- not needed
 - feasibility
 - information sources
 - graphical aids, expenses
- less important
 - procedure (of information-gathering)
- important



- background (class members)
- proposal
- benefits (for listener and yourself)
- results (regarding all: report, presentation, handout)
- bibliography
- schedule (draft, presentation, . . .)
- qualifications (why subject is chosen) [from each person]
- outline
- (results: from presentation and handout and so on)

Handout: about 4 pages



3 THIRD SEMESTER

3.1 TECHNICAL DESCRIPTION

Example: Residential wind turbine

- consumer awareness
- simple graphic
- Introduction
 - Definition of rwt
 - Reasons for needing this
 - ...
- Questions
 - Is a wind turbine an option for your property?
 - What are the average savings?
 - ...
- Crossection/Diagram (labeling the parts)
- Parts with description
 - (a) rotor blades
 - (b) pitch
 - (c) nacelle
 - (d) tower
- Process
- Products

Example: Chair Who would need a technical description of a chair?

- Universities/Offices
 - measurements:
ergonomics
 - price
 - design:
colors
components
proportions
 - material
 - warnings



- regulations/standards
- user
- credits: designer name, . . .
- mention whether it is pre-assembled:
Assembly requirements

⇒ example parts of a technical description of the chair:

- Introduction
 - consumer statement
 - definition:
specific thing → classification → what it does/how it is used
(here: chair → furniture → is used in the classroom for student seating)
 - design (appearance, designer)
 - highlights of the chair:
highly durable (standards / special tests)
affordable
comfortable (ergonomics)
stackable
 - picture with labels
- Structural Organization (Parts)
 - Framing: Steel frame
 - ♦ tubular construction
 - ♦ connecting points - rivets
 - Seating:
 - ♦ formed for comfort: slightly concaved, indentation, rounded edges (curves downward at the front)
 - ♦ plywood seat with birch veneer
 - Back:
 - ♦ plywood¹ back with birch veneer²
 - ♦ has a slight concave position for comfortable seating
 - Finish:
 - ♦ caps
 - ♦ gliders
 - ♦ protector
 - ♦ paint (sprayed, submerged), color
- Warnings
 - height of stacking
 - weight limits
 - length of sitting

¹Sperrholz

²Furnier



- do not rock³
- Warranty
 - structural parts
 - address

good example for technical description: felix kroll, matthias gerdes

3.2 TECHNICAL INSTRUCTION

–

3.3 NEGOTIATION

The Harvard Method

- Separate the people from the problem
- Focus on interests, not positions (their and own interests)
- Identify options for mutual gain
- Insist on using objective standards

3.4 LETTER OF COMPLAINT

–

3.5 LETTER OF ADJUSTMENT

Complaint 4:

Dear Customer,
we are very sorry for the inconvenience we caused you. It seems that your subscription has not been entered correctly into our system. Your subscription will of course be continued with the previous fee. Please accept one free month of your subscription as an apology for the problems we have caused you.

Sincerely,
Customer Service

Importance of complaints: 4/3 - 5 - 2/1

³kippeln

