

**COMILLAS**

UNIVERSIDAD PONTIFICIA

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Syllabus
2026 - 2027**TECHNICAL SHEET OF THE SUBJECT**

Data of the subject	
Subject name	Tercer idioma: Alemán (A2)
Subject code	E000014123
Main program	Bachelor's Degree in Business Analytics
Involved programs	Grado en Análisis de Negocios/Bachelor in Business Analytics [Second year]
Level	Reglada Grado Europeo
Quarter	Anual
Credits	12,0 ECTS
Type	Obligatoria (Grado)
Department	Instituto de Idiomas Modernos
Coordinator	Matthias Grossmann
Schedule	a determinar
Office hours	con cita previa

Teacher Information	
Teacher	
Name	Matthias Grossmann
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SPECIFIC DATA OF THE SUBJECT

Contextualization of the subject
Contribution to the professional profile of the degree
German is a valuable tool for any profession, and even more so in a career in Business and Business Administration, Law, Engineering, or International Relations, especially for those who wish to work in an international context. This course introduces the concepts and language necessary to study or work in an international context. General knowledge of German is developed so that, by the end of the course, students are familiar with the language and able to communicate orally and in writing on the topics studied
Prerequisites
A placement test to be assigned to the appropriate group according to the criteria of the Common European Framework of Reference for Languages or have passed level A1.



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Competencies - Objectives

Competences

Specific Competencies of the Area/Subject

By level: A1, A2, B1, B2, C1

A2 Competencies that the student acquires and learning outcomes

According to the Common European Framework of Reference for Languages (The Council of Europe)

Listening and Reading Comprehension

The student will be able to:

- Understand phrases and the most common vocabulary related to personal interest topics (very basic personal and family information, shopping, place of residence, employment).
- Grasp the main idea of short, clear, and simple announcements and messages.
- Read very short and simple texts and find specific, predictable information in everyday written materials such as advertisements, brochures, menus, and schedules, and understand brief and simple personal letters.

Speaking and Oral Interaction

The student will be able to:

- Communicate in simple and routine tasks requiring a direct and straightforward exchange of information on familiar topics and activities, and engage in very short social exchanges, though generally unable to sustain the conversation independently.
- Use simple expressions and sentences to describe where they live and the people they know.
- Use a series of expressions and phrases to describe in simple terms their family and other people, living conditions, educational background, and current or most recent job.

Writing

The student will be able to:

- Write in simple terms about aspects of their past and surroundings, as well as matters related to immediate needs. Fill out forms with personal data.
- Write short, simple notes and messages related to immediate needs. Write very simple postcards and personal letters.

Learning outcomes

HA4.

Resultados del proceso de Formación y de Aprendizaje: HA4. Es capaz de comunicarse y transmitir información en una lengua extranjera oralmente y por escrito en un entorno profesional con claridad y corrección para su nivel según las competencias fijadas por el Marco de Referencia Europeo para las Lenguas.



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RA1.	Idioma I/ Language I RA1. Comprender textos relacionados con el mundo del análisis de los negocios, tales como noticias, gráficos, artículos, informes y otros textos profesionales.	
RA2.	Idioma I/ Language I RA2. Pasar información a formato escrito: describir información en tablas y gráficos, escribir informes y otros textos profesionales	
RA3.	Idioma I/ Language I RA3. Participar en conversaciones, entrevistas o	
RA1.	Idioma II/ Language II RA1. Expresarse oralmente y por escrito en otro idioma con claridad y corrección según su nivel.	
RA2.	Idioma II/ Language II RA2. Comprender textos escritos generales y profesionales.	
RA3.	Idioma II/ Language II RA3. Conocer y utilizar un léxico general y profesional.	

THEMATIC BLOCKS AND CONTENTS

Contents - Thematic Blocks	
1st semester	
Momento A1.2	
Module : Orientation. Lektion 13: <i>Wir suchen das Hotel Maritim</i>	



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Topics

- Finding your way around the city: directions, places of interest, location
- Tourism

Communication objectives

- Asking for directions to a place
- Giving directions to a place
- Expressing ignorance of a route
- Asking someone for help politely
- Saying thank you and reciprocating
- Classifying and noting the different parts of dialogues describing routes
- Descriptions of a route
- Where a person is located
- The location of an object
- Understanding a map of a town

Lexical-semantic content

- Places of interest in the city
- Prepositions of place
- Geometric figures

Grammatical content

- Wechselpräpositionen / Prepositions of place (with dative)
- Expressing place "where": "Wo...? + dative case
Contractions of the preposition with the definite article: e.g. "an + dem = dem"

Module 5: Orientation. Lektion 14: *Wie findest du Ottos Haus?*



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Topics

Housing: The exterior of a house, the interior of a house, searching for an apartment

Communicative objectives

- Describe an apartment or a house
- Assess the size, price, and appeal of a house
- Email with a description of your new house
- Describe objects belonging to a house
- Names of computer games
- Descriptions of the interior and exterior of a house
- Real estate advertisements

Lexical-semantic content

- Types of housing
- Parts of the house
- Objects belonging to the interior of a house
- Facilities around a house or outside
- Nature
- Useful abbreviations: e.g. "NK."
- Adverbs of place
- Qualifying adjectives

Grammatical content

- The Saxon genitive: e.g. "Ottos Nachbarin"
- The 3rd person possessive determiners "sein, ihr" in the nominative and accusative

Module 5: Orientation. Lektion 15: *In Giesing wohnt das Leben!*



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Topics

The city and the countryside: Landscapes, advantages, disadvantages, tastes, and preferences

Communication objectives

- Describe what I see from my window and evaluate my preferences
- Compare the neighborhood where I live with others
- Express my preferences or evaluate other people's preferences about a place
- Point out the advantages and disadvantages of the neighborhood where I live
- Describe the people in the neighborhood where I live
- Point out my favorite leisure activities
- Take notes to prepare a conversation about my favorite neighborhood in the city where I live
- Urban or rural landscapes from a window
- A blog about aspects of life in a district of Munich
- Comments from blog readers about tastes and preferences

Lexical-semantic content

- Places of interest in the city
- Nature

Grammatical content

- Personal pronouns in the nominative and dative cases: ich/mir; du/dir;...
- Verbs with dative complement: gefallen, danken, helfen,...

Module 6: Expressing wishes and plans /Health. Lektion 16: *Wir haben hier in Problem*



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Topics

Commitments: Incidents, appointments, invitations

Communication objectives

- Express a desire
- Describe a mood
- Describe a problem with a device
- Ask for help from technical support
- Offer help
- Express gratitude
- An email postponing an appointment and proposing a new one
- Writing excuses
- Dialogues in different situations with technical problems
- Identifying specific information about a problem
- Messages asking for help
- Messages offering help
- Emails to cancel, postpone, or make an appointment
- Notes from a personal diary (Aktionsseiten)

Lexical-semantic content

- Hotel amenities and services
- Days of the week
- Polite ways to ask for something
- Polite ways to apologize for something
- Polite ways to express regret

Grammatical content

- Prepositions of time with the dative case: "vor, nach, in, an" (When...?)
- Prepositions of time with the accusative case: "für" (How long...?)



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Module 6: Expressing wishes and plans /Health. Lektion 17: *Wer will Popstar werden?*

Topics

Plans and desires: Possibilities, abilities, priorities, on vacation

Communication objectives

- Evaluate or give an opinion about casting announcements
- Talk about future desires or plans
- A creative poem
- Take notes to prepare a conversation about my wishes and goals for the future
- Short advertisements for a casting call like American Idol
- Text from a magazine about the Pop Academy
- Survey among students at the Pop Academy

Lexical-semantic content

- Plans
- Wishes
- Goals
- Essential and non-essential items for vacation
- Days of the week
- Adverbs of frequency
- Adverbs and adverbial phrases of manner
- Colloquial expressions: e.g., "Hier, sehen Sie mal;..."

Grammatical content

- Prepositions with fixed case: "ohne" with accusative, "mit" with dative
- Conjugation of the modal verb "wollen" in the present tense
- The modal verb "wollen" in the sentence
- Conjugation of the verb "werden"

Module 6: Expressing wishes and plans /Health. Lektion 18: *Geben Sie ihm doch diesen Tee!*



Topics

Health: Advice, healing remedies

Communication objectives

- Give advice
- Explain your own habits and those of others in relation to illnesses
- Advice and recommendations
- Information about people's health
- Important information about a person's illness
- Medical consultations via the internet
- Advice and recommendations
- Health guide

Lexical-semantic content

- Illnesses
- Medications
- Other healing remedies
- Parts of the body

Grammatical content

- The imperative with the form "Sie"
- Use of the particle "doch"
- The modal verb "sollen" in the present tense
- Use of the imperative and the verb "sollen"

Module 7: Physical appearance, duties. Lektion 19: *Der hatte doch keinen Bauch!*



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Topics

Physical appearance, character: People then and now, the story of my life

Communicative objectives

- Describe a person
- Give an opinion about a person's character
- Narrate aspects of my life and my family
- Make small talk
- Take notes to prepare for an oral interaction (tell about my own life)
- Dialogues about people, gossip
- Expressions of surprise

Lexical-semantic content

- Physical appearance
- Adjectives describing character
- Professions
- Marital status
- Family members
- Useful expressions of surprise

Grammar content

- Extension: The "Perfekt" with non-separable verbs
- Formation of the perfect participle / Partizip II of non-separable verbs
- Extension of the "Präteritum" of the verbs 'sein' and 'haben'
- Morphology: Forming antonymous adjectives: the negative prefix "un-"

Module 7: Physical appearance, duties. Lektion 20: Komm sofort runter!



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Topics

- Household chores: Obligations
- Roommates

Communication objectives

- Expressing an opinion
- Commenting on whether you wrote or write a personal diary
- Politely asking someone for something
- "Dialogue" between mother and daughter
- Excerpt from a diary
- Notes requesting someone to do something

Lexical-semantic content

- Household chores
- Days of the week
- Parts of the house
- Furniture
- Useful abbreviations: e.g., "WG, J."
- Colloquial expressions: e.g. "Na los, Mist;..."

Grammatical content

- The imperative: Formation of the imperative 2nd person, singular and plural with separable verbs
- Personal pronouns in the accusative: ich/mich; du/dich;....

Module 7: Physical appearance, duties Lektion 21: *Bei Rot musst du stehen, bei Grün darfst du gehen*



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Topics

Traffic and environmental rules: Obligation, prohibition, permission

Communicative objectives

- Explain a reaction to a specific traffic situation
- Express agreement or disagreement with a rule or regulation
- Express permission or prohibition and explain how to react to a certain regulation or situation
- Newspaper column about rules, norms of behavior, and prohibitions

Lexical-semantic content

- Rules
- Leisure and free time activities
- Means of transport
- Useful expressions of permission or prohibition
- Other useful expressions: e.g., "Bei uns..."

Grammatical content

- The modal verbs "dürfen" and "müssen" in the present tense
- The verb "tragen" in the present tense

Module 8: Clothing/ Weather/ Celebrations. Lektion 22: Am besten sind seine Schuhe!



Topics

PClothing: Tastes and preferences, comparisons

Communicative objectives

- Assess whether you like something or not
- Make assumptions or guesses
- Talk about clothing
- Describe what someone is wearing
- Express your own preferences regarding clothing
- Compare items of clothing
- Make assumptions or guesses
- Compare garments
- Dialogues: How people are dressed and whether they like certain garments or not
- Descriptions of favorite garments

Lexical-semantic content

- Clothing
- Adverbs of frequency
- Colors

Grammatical content

- Forming comparatives and superlatives
 - Of some irregular adjectives and adverbs: e.g. "gut / besser / am besten"
 - Of regular adjectives and adverbs
- Comparative sentences
 - Of equality: "genauso + Adj./Adv. + wie"
 - Of superiority: e.g. "lieber als"



Topics

Weather: Climatic phenomena, weather reports, climate

Communicative objectives

- Describe my mood and leisure activities in bad weather
- Notes for my own vacations
- Specific information in a vacation context
- Comments on a blog about holidays with problems
- Describing the weather in a place
- A holiday postcard

Lexical-semantic content

- Climatic phenomena
- The seasons
- The cardinal points

Grammatical content

- Formation of adjectives from nouns: the negative suffix "-los"
- The causal connector "denn"

2nd semester

Module 1: Lessons 1-3 of the textbook *Momento A2.1*

Lesson 1: Childhood memories and family stories



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1.1 Communicative Competences

Talking about the past

1.2 Lexical topics

Childhood activities

1.3 Grammatical structures

The Perfect tense

The Preterite of the verbs "sein" y "haben"

Lesson 2: Professional Profile

2.1 Communicative Competences

Thanking people, wishing someone something

Justify something and express importance

2.2 Lexical topics

Working conditions

2.3 Grammatical structures

Use of the causal connector "weil"

Lesson 3: Moving House

3.1 Communicative Competences

Evaluating something

Giving advice on travel

Talking about personal experiences

3.2 Lexical topics

Nature, animals, landscapes

The cardinal points

3.3 Grammatical structures



Possessive nominative, accusative and dative Articles : unser, euer, ihr/Ihr

Module 2: Lessons 4-6 of the textbook *Momente A2.1*

Lesson 4: Daily Worklife

4.1 Communicative Competences

Giving instructions at work

Carrying out tasks at work

Reacting positively and negatively regarding work task

4.2 Lexical topics

Activities at the Office

4.3 Grammatical structures

Use of the consecutive connector "deshalb"

Lesson 5: Events

5.1 Communicative Competences

Evaluating events

Suggesting something, reacting to suggestions

Persuading / convincing someone

5.2 Lexical topics Cultural Events Culture

Activities

5.3 Grammatical structures

Prepositions of time: über + acc., seit + dat., (von/vom) ... bis zum + dat.

Lesson 6: Sports and Physical form

6.1 Communicative Competences Expressing enthusiasm and reticence Giving advice, making suggestions Asking for advice

6.2 Lexical topics Types of sports Fitness

6.3 Grammatical structures



Advice and suggestions with "könnte, sollte"

Module 3: Lessons 7-9 of the textbook *Momento A2.1*

Lesson 7: Snacks and home delivery

7.1 Communicative Competences

Express an opinion, consider an opinion of another person

Order and pay at a kiosk

Talk about shopping and cooking habits

7.2 Lexical topics

Food and Drink

7.3 Grammatical structures

Use of the connector "dass"

Lesson 8: Break time

8.1 Communicative Competences

Express an opinion

Compare something

8.2 Lexical topics

Companies: departments, premises, employees

8.3 Grammatical structures

Use the connector "wenn" Noun formation: verb + -ung

Lesson 9: Habits

9.1 Communicative Competences

Talking about habits

Express understanding, amazement and surprise

9.2 Lexical topics

Everyday objects



9.3 Grammatical structures

Accusative and dative prepositions of place: (Wechselpräpositionen)

Module 4: Lessons 10-12 of the textbook *Momente A2.1*

Lesson 10: Mobility in the city

10.1 Communicative Competences

Reject something Persuade someone Reach agreement

10.2 Lexical topics

Traffic and Transportation

10.3 Grammatical structures

Dative prepositions of place: von, bei, zu

Lesson 11: Vacation and trips

11.1 Communicative Competences Express wishes and preferences Talking about vacations and trips Describe a statistic

11.2 Lexical topics Travel destinations Luggage

Hiking

11.3 Grammatical structures

Wishes with "hätte, wäre + gern / lieber/ am liebsten"

Lección 12: Año social voluntario



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Lesson 12: Social volunteer year

12.1 Communicative Competences

Ask polite questions Express disappointment Reacting to disappointment

12.2 Lexical topics

Personal documents

12.3 Grammatical structures

Indirect questions

Wishes with Konjunktiv II



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TEACHING METHODOLOGY

General methodological aspects of the subject

In-class Methodology: Activities

The course is designed to be largely practical and student-centred, in order to encourage students to become autonomous learners and play an active role in their own learning process. This approach is designed to help them develop the communication skills they will need to communicate in German in their professional future.

In order for students to practice their oral skills class attendance is essential. Students will develop their oral skills individually, in pairs or in groups by carrying out different communicative tasks related to the topics being studied in the course manual as well as any supplementary materials that will be handed out during the course or be available in the Moodle virtual learning platform. The course is taught entirely in German and students will be expected to communicate in German at all times.

To achieve the specific objectives outlined and the selected competencies, the following methodology is used:

a) For each thematic block of the subject, the following learning process will be followed:

All classes will include:

- **Lecture** - Theoretical part of the class that serves as an introduction to the topic and explanation of the unit's contents with a special emphasis on linguistic aspects such as grammar and vocabulary.
- **Cooperative work, guided work and seminars** - Supervised in-class sessions in which, both individually and in pairs or groups, the student is the focus. The goal is the practice and production of Italian in the classroom. Classes are focused on active student participation with practical group and pair work, in addition to individual exercises and practice. Classes are focused on active student participation with practical group and pair work, in addition to individual exercises and practices. These activities may include written and oral exercises, comprehension exercises of audiovisual material, oral exchange of information, class discussions, reading, and analysis of texts. The teacher will stimulate and monitor the learning process of the students, observing, helping, and correcting when necessary.
- **Oral presentation of topics or assignments** - Individual or group oral presentations and/or assignments. The mastery of the subject, organization and structure of information, clarity of presentation, and, in the case of a group exercise, the active participation of each team member will be assessed.
- **Tests and exams** - Pair, group or individual written and/or oral tests organized by the student, as well as a final comprehensive exam that reflects the level studied by the student.



Non-Presential Methodology: Activities

Independent Study Methodology: Activities

Student's independent work:

In combination with the rest of the training activities, the assignments to be completed at home are essential for the acquisition of both general and specific competencies.

- **Personal written work by the student:**

The student will complete assigned exercises from the manual, addressing any questions or difficulties in the following session. In some cases, exercises may be collected and corrected. The purpose of these exercises is to practice and reinforce the knowledge, vocabulary, and structures presented in class.

- **Personal work on oral comprehension by the student:**

The student will complete assigned exercises to listen to or watch audiovisual materials, aiming to develop their oral comprehension in Italian.

- **Personal reading work:**

The student will read assigned texts to develop their written comprehension.

- **Collaborative group work:**

Students will work collaboratively in groups to prepare oral or written assignments. Outside of class, the student will prepare the assignments that will later be presented or developed in groups in the classroom.

SUMMARY STUDENT WORKING HOURS

SUMMARY OF STUDENT WORK HOURS (1st semester)			
Classroom hours = 60			
Theoretical classes	Practical classes	Academically guided activities	Evaluation
5	25	25	5
NON-ATTENDANCE HOURS = 60			
Independent work on theoretical content	Independent work on practical content	Collaborative work	Study
	50	20	20
CRÉDITOS ECTS:			6



SUMMARY OF STUDENT WORK HOURS (2nd semester)

Classroom hours = 60

Theoretical classes	Practical classes	Academically guided activities	Evaluation
5	25	25	5

NON-ATTENDANCE HOURS = 60

Independent work on theoretical content	Independent work on practical content	Collaborative work	Study
	50	20	20

CRÉDITOS ECTS: 6

EVALUATION AND CRITERIA

Attendance

According to Article 93 of the General Regulations, absence from more than one-third of in-person class hours without an official exemption from their Faculty/School may result in the student being unable to sit for the final exam. As a result of this rule, the student

Students repeating the course must contact the professor to determine their attendance requirements and grading criteria.

Actividades de evaluación	CRITERIOS
Active Participation	- Pronunciation - Active participation in class activities - Ability to interact with the professor and classmates at appropriate moments
Written exercises and assignments done outside of class	- Correct language use (grammar, syntax and spelling) - Correct use of vocabulary - Clarity of expression - Use of correct register



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2 Tests

- Ability to use vocabulary and grammar structures correctly
- Mastery of the concepts covered in class
- Correct use of language (grammar)
- Knowledge of vocabulary

2 Exams (one at the end each semester)

- Mastery of the concepts of the topics covered
- Correct use of language (grammar, syntax, and spelling)
- Knowledge of vocabulary
- Clarity of expression
- Use of correct register of expression and comprehension

Plagiarism/AI: Any work that is entirely or partially copied from an external source (e.g., the internet, a classmate, or artificial intelligence applications like ChatGPT) without proper citation, following the professor's criteria, will receive a grade of 0.

Students are free to use AI for anything that supports their learning, except when writing final versions of papers that will be graded or during tests and exams, where the goal is to demonstrate their own understanding of the subject matter. Within these clear boundaries, each student is encouraged to reflect on both the approach that best supports their learning and what constitutes appropriate and ethical use of AI.

REGULAR EXAMINATION

The final grade for the regular examination will be the average of the two semester grades: 1st semester = 50%, 2nd semester = 50%. However, in order to calculate the average, it will be essential to pass the second semester with a minimum grade of 5 out of 10. If the second semester is not passed, the maximum final grade that the student can obtain will be 4.0 and the student will have to take the next exam session.

If you do not take the final exam for the second semester, NP (Not Presented) will appear on the transcript.

SPECIAL EXAM SESSION

The special exam session covers the entire subject matter.



WORK PLAN AND SCHEDULE

Activities	Date of realization	Delivery date										
SUMMARY WORK PLAN AND SCHEDULE (1st Semester)												
<table><tr><th>Activities</th><th>Date of realization</th></tr><tr><td>1st writing</td><td>Week 6</td></tr><tr><td>Midterm exam</td><td>Week 9</td></tr><tr><td>2nd writing</td><td>Week 12</td></tr><tr><td>Quarterly exam</td><td>Week 14</td></tr></table>	Activities	Date of realization	1st writing	Week 6	Midterm exam	Week 9	2nd writing	Week 12	Quarterly exam	Week 14		
Activities	Date of realization											
1st writing	Week 6											
Midterm exam	Week 9											
2nd writing	Week 12											
Quarterly exam	Week 14											
SUMMARY WORK PLAN AND SCHEDULE (2nd Semester)												
<table><tr><td>1st writing</td><td>Week 6</td></tr><tr><td>Midterm exam</td><td>Week 9</td></tr><tr><td>2nd writing</td><td>Week 12</td></tr><tr><td>Quarterly exam</td><td>Week 14</td></tr></table>	1st writing	Week 6	Midterm exam	Week 9	2nd writing	Week 12	Quarterly exam	Week 14				
1st writing	Week 6											
Midterm exam	Week 9											
2nd writing	Week 12											
Quarterly exam	Week 14											
The topics and deadlines for essays will be announced in class one week in advance. Exams will be held during class time and will be announced in class one week in advance. All tests will be reviewed in class. Any test not taken on the scheduled date will be graded as a 0.												

BIBLIOGRAPHY AND RESOURCES

Basic Bibliography	
1er cuatrimestre	
MOMENTE A1.2 KURSBUCH (publisher:Hueber)	
MOMENTE A1.2 ARBEITSBUCH (publisher:I: Hueber)	
2º cuatrimestre	
MOMENTE A2.1 KURSBUCH (publisher: Hueber)	
MOMENTE A2.1 ARBEITSBUCH (publisher: Hueber)	
Complementary Bibliography	
Gramática esencial del alemán con ejercicios & libro de soluciones	Autora: Monika Reimann