

BWS Germanlingua  
is a member of



International Association  
of Language Centers

# ***German in Germany***





Our school building in **Munich**



Our school building in **Berlin**

## About Our Schools

It was in 1984 when we started teaching German as a foreign language. Since then thousands of students from all over the world joined our classes and many of them returned a second and sometimes a third time.

Both of our schools are in the very centre of the two most attractive German cities: **Munich** and **Berlin**. Thanks to our highly qualified teachers, the welcoming atmosphere and the modern teaching facilities, we have earned a very good international reputation. In our schools, students from all over the world meet to learn German and get the feeling to be in one big family due to the close and personal contact to all our teachers as well as our office staff who are always available for advice. A student library and free Internet access (also wireless) is at our students' disposal.

Our fully equipped kitchen is a popular hang-out during the breaks and enables an intensive exchange between students and teachers beyond lesson time. Here, extra-curricular activities for the evenings and weekends are planned and these often form the beginning of lasting friendships.



Internet terminals in Munich

## Our Teachers



Some of our teachers in Munich

We believe that excellent teaching is the most essential asset to a successful school. Due to continuous further training, our qualified and experienced teachers are well acquainted with the latest developments in the area of German as a foreign language. You will note that our instructors can be seen as highly motivated, very competent and knowledgeable friends who are teaching the class. As a result, the members of our staff are not only available to discuss matters of German language but are also happy to help you with advice on other subjects of life.



Some of our teachers in Berlin

## Our Office Team

You will be in contact with our office team from the beginning of your first enquiry, up to your booking arrangements until your first day at school. They will be the ones to welcome you and assist you in any matter related to your stay in Germany until it is time to say goodbye on your last day of school when they hand out your language certificate to you. In our offices we do not only speak German but also English, French, Spanish, Italian, Portuguese and Russian - just in case there is something you would prefer to discuss in a language more familiar to you.



Our office team in Munich



Our office team in Berlin



## Courses

### STANDARD COURSE

#### 20 lessons per week

The Standard Course offers speaking, listening, reading and writing skills in small groups of maximum 10 participants (max. 12 in high season).

### INTENSIVE COURSE

#### 25 lessons per week

In the Intensive Course you will also develop the skills provided by our Standard Course with an additional special focus on communication in small groups of maximum 10-12 participants.

### MINI-GROUP COURSE

#### 20 lessons per week, max. 5 participants

This course has been especially developed to meet the requirements of those people who prefer to study in a very small group on a very intensive basis. In this course you will have the guarantee that there will be not more than 5 people in your group.

**Important notice:** This Mini-Group Course is available only from September until June (not in July and August).

### COMBINED COURSE

#### Standard Course plus

#### 5 or 10 one-to-one lessons

You will take part in the Standard Course and additionally receive one-to-one private lessons where you will practice your German intensively and where you and your teacher can focus on your specific individual requirements.

### INDIVIDUAL TUITION

#### 10, 20, 25 or 30 lessons per week

Individual lessons are the most intensive form of language learning and ensure the greatest success possible. The lessons are tailored to suit the needs of anyone requiring specialized vocabulary for professional purposes, a particularly high standard of language training or for those wishing to make maximum progress in minimum time.



### ONE COURSE IN TWO LOCATIONS

Students can divide their courses between Munich and Berlin at no extra charge.

## Lessons

You can choose between 20 or 25 lessons per week as a group course. There are also different kinds of combinations with individual lessons as well as mini-group courses, Business German and Preparation for Exams courses available. One lesson lasts 45 minutes. In one class there is a maximum of 10 students. During high season there can be 12 participants in one group. There are no classes on official public holidays.

## Placement Test

Before starting the course, you will take a placement test which enables us to find the right group level according to your proficiency in German. There are six levels from absolute beginners to advanced, according to official CEF standards. In order to guarantee the optimal course level for you it is indispensable that you take your language test online at least two weeks prior to your arrival.

## Levels

### BEGINNERS (A1)

By learning elementary language structures you will be able to cope with simple everyday situations.

### ELEMENTARY I (A2)

An extension of elementary vocabulary and grammar will enable you to understand texts with everyday language and lead simple dialogues.

### ELEMENTARY II (B1)

Through the extension of grammar and vocabulary you will be able to deal with everyday and professional situations and formulate simple texts.

### INTERMEDIATE I (B2)

An extension of vocabulary and grammatical structures will enable you to understand difficult texts and discuss them.



### INTERMEDIATE II (C1)

You will work on specialized vocabulary and complex grammatical structures, analyse problems in written form, construct letters and discuss business situations.

### ADVANCED (C2)

By reading literary and scientific texts you will become acquainted with grammatical structures and idiomatic uses. Your ability to express yourself will increase and you will be able to master all situations adequately in spoken language.

#### FAQ:

*How much time does it take me to get from absolute beginner to the advanced level?*

**Depending on a bit on your own talent and motivation, you will normally need 9 to 12 months.**



## Teaching Methods

The basis of our courses is the modern usage of the German language. We focus on developing the understanding of both, the spoken and the written language, as well as the ability to express oneself. The teaching follows a clear syllabus and is geared towards training grammar and sentence structures and expanding vocabulary. The variety of teaching methods guarantees optimum learning success. In individual, partner or group work, you will improve your reading and listening comprehension as well as written and oral expression. We believe that the most important aspect of learning a new language is oral communication and having fun. You can put this into practice not only in role playing, language learning games and discussions, but also during our arranged leisure activities.



## Certificate

Each course participant receives a certificate after course completion which states the level achieved according to the Common European Framework of Reference.

## Social Activities

We offer a highly varied program of **3-4 social activities per week**, which allows you to improve your German, make new friends from all over the world and simply enjoy yourself. You will have the chance to meet people at the many events we organize in our school: parties, film shows and international evenings. Outside of school you will have the opportunity to enjoy all aspects of German life and culture. We organize guided sightseeing tours and visits to museums, cultural and sports events, pubs and discos as well as excursions to "must see" places which you should not miss to visit during your stay in our country.





## Additional Bookings

### **BUSINESS GERMAN**

The Business German lessons are aimed at those students who need the German language for their work. During these lessons, we focus on the special needs of the participants' professions.

### **PREPARATION FOR EXAMS**

We prepare you for the exams of the Goethe-Institut Zertifikat B1, Zertifikat B2, Zertifikat C1, ZOP and the 'Deutsche Sprachprüfung für den Zugang ausländischer Studienbewerber' (DSH, Test-DaF), the entrance examination for German universities.

### **GERMAN FOR MUSICIANS**

For professional musicians we offer special lessons focussing on music vocabulary which will make working in Germany much easier.

### **GERMAN PRONUNCIATION**

You can have a special focus on German pronunciation which is often important for students in higher levels who still retain their native accent in German or for job purposes, where exact pronunciation is extremely essential.

### **JOB APPLICATION TRAINING**

Our German Job Application Training will be a great help for all students who want to apply for a job in German-speaking countries. The course does not only help you to draft an authentic German CV and letter of motivation but also simulates job interviews in German.

### **VISA SUPPORT**

We support you in obtaining your visa to enter Germany. You will get an invitation letter which you will need for your visa application. In case of problems, we con-

tact the German embassy in your country and the visa officers here in Germany on your behalf. However, we cannot guarantee that everyone will be successful in obtaining a visa. This service does not include the visa issue fee which has to be paid directly to the embassy.

### **COUNSELLING SERVICE FOR STUDIES AT A GERMAN UNIVERSITY**

We assist all students who would like to study at a German university. We find out for you if and under which conditions you will be able to study in Germany and what kind of paper work needs to be done.

### **ENGLISH LESSONS**

You also can take some English lessons in case you would like to refresh your English or to prepare for studies in Germany where lectures are in English.

### **FITNESS CLUB**

We cooperate with a gym that you can visit at any time of the day from the morning to late at night.

### **YOGA**

The Yoga Centres in Berlin and Munich we cooperate with are very centrally located. The classes are held in a peaceful and welcoming atmosphere by highly professional instructors. The Yoga practice includes physical exercises, breathing, relaxation and meditation.

### **ART LESSONS**

These lessons are given by teachers who are artists. They have all graduated from art academies and have received international prizes and scholarships. You can choose from the basic techniques of sculpture, painting or drawing and can learn to work with different media and tools. (min. booking of three months)

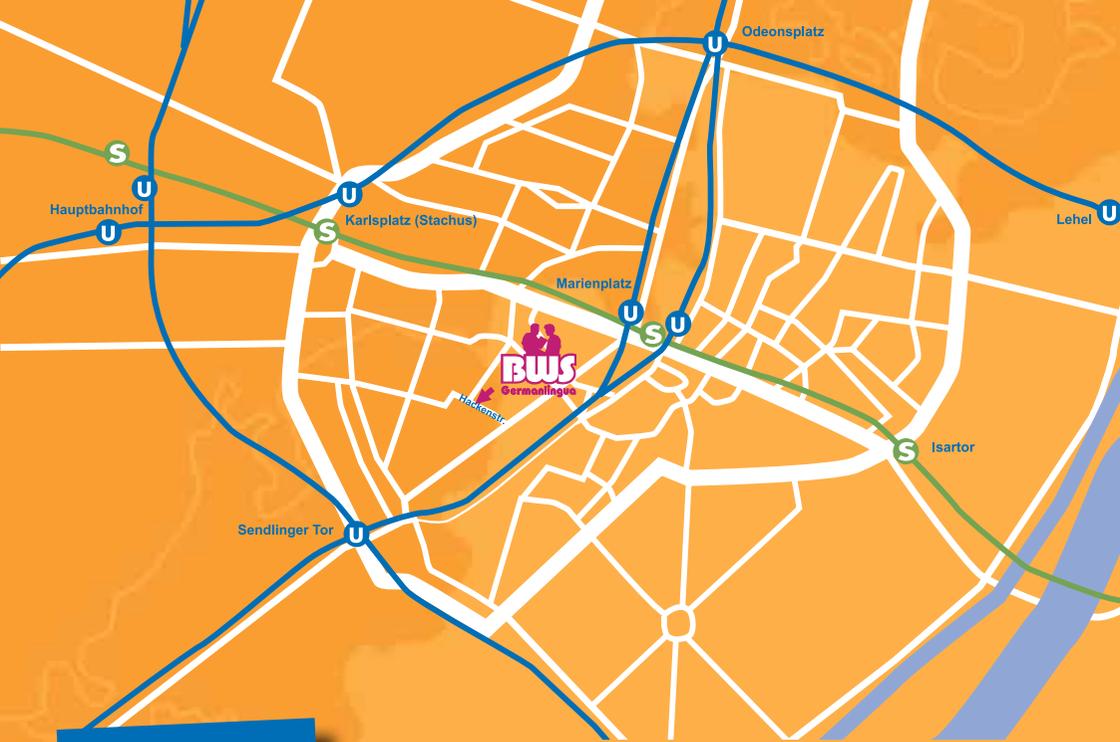
### **DANCE LESSONS**

These lessons are in cooperation with professional dance centers in Berlin and Munich. You can choose between modern/contemporary dance, jazz dance and classical ballet. (min. booking of three months)

### **SURF STICK**

For all students who would like to have a very flexible and mobile online status during their stay abroad, we offer the possibility to rent a surf stick at BWS Germanlingua. To go online anytime and anywhere in the city students only need to buy credit according to their needs.





## Munich

The capital of Bavaria is a charming city at the foot of the Alps famous for the Oktoberfest and loved for its relaxed atmosphere. Sightseeing tours often start at "Marienplatz", the very city center (three minutes walk to our school), with its impressive neogothic city hall and show the visitors countless baroque churches, neoclassic buildings from the early 19<sup>th</sup> century and the castle "Schloss Nymphenburg" with its lovely park. In summer you can make new friends in a beer garden, enjoy one of the many lakes in the surroundings of Munich or simply relax in the "Englischer Garten". Snow covers the city in wintertime. People go sledging in "Olympia Park" or skiing in the nearby Alps. Don't miss the popular "Christkindl Markets" where you can experience tra-

ditional Christmas ambience and buy nice gifts. Soccer matches, sport facilities at the Olympic site, exhibitions in museums and galleries, theatres, cinemas, fairs, concerts, discos – Munich really has it all and will quickly become your home away from home.



## Berlin

Berlin is not only the capital but also the lively cultural center of Germany. The international atmosphere is comparable to New York or London. Over the last years people from all over the world have come to live and work in Berlin: politicians, artists, businessmen, film-makers and writers. Every year a great number of festivals and parades – such as 'Carneval of Cultures' – are filling the streets of Berlin. People enjoy the multi-nationality of Berlin's inhabitants. Each district is different – in Kreuzberg you can find a lovely Turkish market with delicious food, in Prenzlauer Berg a lot of small bars and at Potsdamer Platz the International Film Festival takes place every year. In numerous museums and exhibitions you can discover the div-



erse world of arts or learn about the history of Germany. By making a tour through the city you can explore the various projects of contemporary architecture which have been built within the recent years. The surroundings offer various leisure possibilities such as canoeing on the lakes of Mecklenburg or visiting the beautiful castles of Potsdam.



# Business Terms

## REGISTRATION AND PAYMENT OF SCHOOL FEES

Registration forms will be considered according to the order in which they arrive on a first-come, first-serve basis. School fees are stated in our price list which is valid at the time of registration. The participant must bear the cost of all bank charges for the payment.

**The entire course fee must be paid in full 14 days before the classes begin.** If the invoice has not been paid by the beginning of the course or if the payment cannot be confirmed with a bank statement, we are entitled to cancel the contract immediately. In the unlikely case we have to cancel our course from our side, payments will be fully refunded. The participant has no right to any further claims.

## SECURITY DEPOSIT

BWS Germanlingua will charge a **Euro 300,-** security deposit for staying in the school-owned shared apartments and studio apartments.

The security can be deposited either in advance, giving us Credit Card Details/Authorization, or in cash on the first day of school.

This is to guarantee payment of any repairs or replacements of damaged apartment furnishings or equipment, and/or lost keys and/or other problems that should occur due to the disregard of our housing regulations.

The deposit will be given back on the last day of school, either in cash or credit card details will be shredded.

## CANCELLATION AND CHANGES IN REGISTRATION

Written requests for **changes** in the registration will be considered if possible. In this case we will charge an **administration fee of Euro 50,-**. If a change in registration is not possible, the original registration remains valid unless it is cancelled.

The **cancellation** of a registration must be requested in writing. The **cancellation fee** up to 30 days prior to arrival is **Euro 100,-**, up to 14 days **Euro 200,-** and up to arrival **Euro 500,-**. Full payment is

still required in case a participant does not arrive, arrives late, only participates sporadically or cancels a registration after having started his or her tuition and/or accommodation.

## INSURANCE

School fees do not include any sort of insurance. We highly recommend that students have their own health, accident and liability insurance before starting their course. We can help to contract an insurance upon arrival.

## ABSENCE

If you are unable to attend classes due to illness or other circumstances, it is important to let us know by telephone or email, particularly if you are going to miss one-to-one lessons. For one-to-one lessons, there is a 24 hour cancellation policy – if you let us know at least 24 hours in advance we can rearrange one-to-one lessons. Otherwise the missed lesson is 'lost'. Group lessons (standard, intensive, mini-group, evening courses or additional bookings) which fall on a public holiday or are missed because of illness or similar will not be made up for at a later date.

## LIABILITY

BWS Germanlingua does assume **no liability** for damage caused by external negligence or intentional acts, nor if prevented from providing its services by force majeure. In case a claim is made, course participants are directly responsible for any sort of damage that they might cause. BWS Germanlingua is not responsible for any losses due to acts beyond our control. In the classroom and accommodation, course participants are obliged to obey **school and house rules** which are handed out to the students and are displayed. BWS Germanlingua reserves the right to dismiss any student whose conduct is against the rules. There will be no refund for fees in case of expulsion. The student's accommodation is carefully chosen according to the possibilities available. Special requests for a particular location of accommodation will be considered within the bounds of possibility.

## COURSE PARTICIPANTS / CLASS LENGTH

In case a standard or intensive group course has **less than three participants**, we reserve the right to reduce class length for the standard course from 20 to 15 lessons per week and the intensive course from 25 to 18 lessons per week.

## SCHEDULE AND CLOSURE

In high season we reserve the right to schedule classes in the morning or in the afternoon, depending on level and availability. The school is closed on public holidays and lessons cancelled due to these holidays will not be rescheduled.

## PLACE OF JURISDICTION

München, Germany

## FAQ:

*Can I start my course in Munich and continue in Berlin (or vice-versa)?*

**Yes, no problem. We will coordinate the courses so that you can continue at your level.**

