

English II

Dozent: Keven Sarlio

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1 Dozentenprofil

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2 Termine

In sum 84 hours, 15 thursdays are 60 hours
Plus three Saturdays
Sa 24.4. 9-12; 13-16h (6 hours, or 8 school hours)
Sa 15.5.
Sa 5.6.

3 Evaluation

30% Presentation
30% Semesterarbeit
40 % Klausur (without any additional help) → if we talk about a topic minimum 3 times during the class this topic is definitely relevant for the klausur
→ Probeklausur could be written (around mid of june)

3.1 Presentation:

Zwischen 10-12 min, wer länger braucht wie 14min Punkteabzug,
Standardfloskeln werden erwartet, wenn ppt-presentation keine audio-animation → sehr professioneller Aufbau wird erwartet

Wenn Gruppenarbeit, dann müssen klare Aufteilungen erkennbar sein z.b. Teile werden separat vorgetragen → dann ist das ok

Themen für Präsentation: generell alles ist erlaubt

3.2 Semesterarbeit / Term Paper:

Muß innerhalb eines Jahres eingereicht werden sonst werden die Noten für Presentation u. Klausur ungültig
Muß spätestens am Klausurtag abgegeben werden, wenn aber vor dem 01.06. abgegeben wird, bekommt man es benotet zurück (bedeutet, daß die Klausur zum Prüfungstag vorgelegt werden muß, damit das Gesamtfach in diesem Semester bestanden werden kann)
about 15 pages x 1024 zeichen per page

useful/necessary 4 term-paper: chicago handbook or Siemens styleguide; Keven will talk about that later

proposed structure of the term paper:

- 1- First page according to guideline
- 2- Outline : Should give an overview of the structure and the content of the term paper, is usually written before the ToC and the whole paper
- 3- Table of contents
- 4- Executive Summary (max. 1 page): contains a brief summary for the "decision maker"
- 5-Content
- 6-Summary
- 7-Bibliography: max. 15% of the content, more will not be accepted

3.3 Klausurarbeit:

Aufsatz, Gliederung, Didaktik wie in der engl. Rhetorik, (ca. 4 Seiten)
1300 wörter mind. ; max. 80 Minuten

The 1300 words given is not the minimum - it is the mean of words written by students receiving "1s" over the last semesters. If a student can develop a topic, present their arguments clearly and completely in less then I won't take off points. Nobody has ever written a "1" in less than 800 words, I have seldom had to read more than 2000 words.

27.05.04

Recommended structure for the final exam:

- 1) restate the question in your own words
important because the following tasks refer to this question, to make sure that the question is understood correctly
- 2) define terms/relevant elements:
most important part → outline must be written first for the essay
what aspects are relevant to the argumentation
list (maybe in bullet form) the relevant topics, maybe weighting could be given according to the time limit
- 3) present the logical argumentation
e.g. pro and con/ status quo pro ... must be based on logic, not be based emotionally, not in the first person, all aspects should be covered
status quo pro: take one element, what would be the result if one element would be changed, not globally but precisely (one change or bundle of changes); very clear analysis, why the topic which is discussed is relevant
- 4) draw the rational conclusion
needn't to be the own opinion, result of logical analysis
- 5) personal opinion

Example of previous exam:

- Should cigarette smokers pay higher premiums than non smokers?
- Resolved: the environmental consequences of freon gases are so grave that they must be forbidden

Mostly topics from the business world

5 or 6 statements to choose from

Example for Outline for final exam (function is to exclude terms, which should not be discussed within the essay, always regard the available time limit for the essay – max. 80 min):

Topic:

Resolved: Oil based economies are less stable than renewable energy based economies (means statement)

1) Restate the question: Use a statement if the original is also a statement and same is true for questions (restate a question with a question)

Since 1973, there have been at least three major bouts of recession coupled with inflation in the mineral oil based industries. There are strong indications that the current world economy is drifting into a fourth such period. In the time prior to 1973, when most industrial economies generated the majority of their energy needs themselves or imported their energy from renewable resources, the economies were less dynamic but also less subject to swings.

Or simpler:

There are several risks to oil-based economies which can be reduced through a renewable energy based economy

2-1) Defined terms (could be in bullet mode or with numbering mode):

- A. Energy sources
 - 1. Renewable
 - 2. Non-renewable
- B. Economic risks
 - 1. Least cost
 - 2. Lack of energy
 - 3. change of technology
 - 4. in a fixed budget rising oil prices means declining funding for other necessities

ties

2-2) Relevant Elements:

- A. Current status
 - 1. Current economies are exclusively oil-based, i.e. decentralised primary energy source
 - 2. the global economic balance is directly tied to the oil-based economy
- B. Future Status
 - 1. Possible change of countries from oil producing countries
 - 2. Risks for renewable resources
- C. Chances of renewable resources

3) choose a form of argumentation: either status quo pro or compare and contrast (compare oil based and renewable industry and then contrast)

Example for detailed analysis in final exam:

There are several risks to oil-based economies which can be reduced through a renewable energy based economy

1- actual Oil price increase is based on Iraq crisis and the increased demand in asia, especially China.

→ this leads to a declined economical growth because the increased expenses for oil tie up other investments, the dynamic of the economy will suffer

→ improvement through renewable energies because of decreased dependencies from outside (oil exporting countries)

2- political instability will grow if no balance between supply and demand will be established globally

→ causal chain between lack of oil and political (inner and outer) instability and social insurrection

→ situation with renewable energy supplies, supply could maybe also not be ensured all the time

3- Possibilities to convert in medium term to a renewable energy based economy

→ where it is possible and where not

→ implications to concerned sectors

→ what other ways out of the crisis could be mentioned

Additionally other text without source description (TitelLetter from Fance by David Ray: "Ready, Aim, Fire!") → copying

- the senses: sight > sound > smell > "Jacobsens's organ" (pheromones) - if you believe it or not ;-) > taste > touch

- hospitality in Germany -> showing interest in the guest
= rude in countries with (former) dictatorships (e.g. Kenia, Uganda, Mosambique)

- what is generosity? > to give more than the other expects/ more than the minimum
> un-selfish giving
> allocating a significant amount of ressources to a person

- "underwater basket weaving" = worthless meeting/course/happening

- rules for negotiation:

1) don't attac

2) let people speak until they have finished

3) phrases of disagreement: first make shure there's a disagreement: "...if I have understood you correctly, then this means/ you're saying...." next say your disagreement more indirectly than in German: "I can agree with you up to a pint, but..." or "Have you taken into consideration that..." (very strong!) or "I'm afraid I can't follow you there..."

- executive summary: written 4 the reader!!! => who is the reader? what vocabulary does he use/understand? what format/language-style/BE-AE does he expect?

1) beginning: why this article/text/etc is important

2) background info

3) weakest point

4) strongest point

5) summary ->action plan

15.04.04

4.3 Résumés, CVs or how to apply for a job?

The following information is mainly dedicated only to the US:
Refer the included PDF-documents:



coverletterad.pdf



coverletterfollowup.pdf



curriclm.pdf



cv.pdf



resume.pdf



resumeclean.pdf

4.3.1 Contents of an application

Cover letter	approx. 1 page
Résumé (or CV):	approx. 1 page (CV: approx 2 pages)
Letter of reference:	approx. 1 page

The cover letter:

- This letter should make you interesting for the company and is supposed to be the most important document in your application. If this document doesn't attract the person who evaluates your application, the best résumé won't help you.
- In general the opening "Dear Sir or Madam" should be avoided in the cover letter, instead always address it to a specific person: Dear Ms. X/Mr. Y
- The mentioned salary should have a minimum (walk-away point), which should never be lower than what they are offering and a maximum (highest acceptable risk for you that they get "pissed")

Résumé:

- Is very specific aimed to one position
- Start with objective
- Go back maximum 10 years
- Education: only relevant information, e.g. no school information any more
Qualifications (first)

Education (second)
- Interests: at least one social activity should be listed here

Letter of reference:

- Should prove your capabilities
- Mention always persons and company, position, contact information etc.
- You should keep your contact persons informed about your applications and who may try to contact them

Format:

name
titel
organization
contact information (telephone etc.)
brief information about your activities in the referenced organization

4.3.2 Difference between a résumé and a curriculum vitae:

In general terms the CV is used if you apply for an academic or scientific job.

The résumé is used to apply for technical or economical orientated jobs.

The CV is much more detailed and general as the résumé, which is quite pragmatic and brief.

Why is it so important to mention the social activities in your private life in the CV?

→ Because there seems to exist a kind of tax/fee, which each company has to pay to social institutions. The time which the employee is spending for social activities could be made relevant for this payment and could be used to deduct the debt.

4.3.3 Not Contents of an application or absolute NoNos

Due to political correctness the following information must not be mentioned:

- Foto on the résumé
- Gender (m/w)
- Age
- Marital status
- Children/pregnancy status
- Religion
- Mention of handicap (physical disabilities)
- Ethnic/race

4.3.4 Kinds of applications

- Cold (Blindbewerbung)
- Follow up: best opportunity, you know somebody in the company etcetc
- Object orientated: e.g. related to an ad

4.3.5 Advices for the format of application

- Use paper with 120 gr
- To find out which format is used in the company you could check the web page of the company and look for the corporate identity
- Avoid to use right margin justified (Blocksätze), use instead “linksbündigen Flattersatz”
- Use either Arial or Times New Roman with font size 10, 12
-

is missing 22.04.04

is missing 29.04.04

is missing 06.05.04

Discussed only structure of term paper, refer chapter 3.2 Semesterarbeit / Term Paper: 13.05.04

27.05.04

the only topic what was discussed was the details to the structure and the outline for the final exam, refer therefore the chapter 3.3 Klausurarbeit:

