

# QCF Qualifications in Languages

## German

## Level 1



For teaching from September 2012



## Task: Meeting New People



CC- BY-SA 2007 Miraceti

You are attending an International rock concert in Bochum.

This is a great opportunity to meet new people from different countries.

You start chatting with some German speakers.

- Try and Find out **some** personal details about **some** of them, such as:
  - Their name.
  - Where they live.
  - Their age.
  - Their likes / dislikes.
  - Their contact details: phone number / email address.
  
- Record the information you receive on the note pad on the next page.
  
- Respond to the questions from participants (as above).



Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: Finding Business Contacts



Your employer has asked you to find some new business contacts.  
While networking at a forum in Leipzig:

- Try and find out **some** basic information from two different people such as:
  - Their name.
  - Their nationality.
  - Their job title.
  - The name of the company they work for.
  - Their contact details: phone number / email address.
- Complete the forms on the following pages with the information you collect.
- Respond to the questions from participants (as above).

**Person 1 Details:**

**Surname:**

**First name:**

**Telephone number:**

**Email:**

**Nationality:**

**Job title:**

**Name of Company:**

**Company address:**

**Town:**

**Country:**

**Person 2 Details:**

**Surname:**

**First name:**

**Telephone number:**

**Email:**

**Nationality:**

**Job title:**

**Name of Company:**

**Company address:**

**Town:**

**Country:**

Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: Checking in at a Hotel



You are spending a week in Lucerne, Switzerland.

You have just arrived at a hotel with some friends.

As you check in the receptionist asks you to fill in a form giving details of your reservation as well as some personal details.

- Fill in the form on the next page.
- Give **all** required details.

**Zimmerreservierung:**

**Reservierungsnummer:**

**Ankunft:**

**Nächte:**

**Anzahl der Zimmer:**

**Persönliche Einzelheiten:**

**Nachname:**

**Vorname:**

**Staatsangehörigkeit:**

**Adresse:**

**Telefonnummer:**

**E-Mail:**

**Sonstiges:**

Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....



## Task: Checking in at a Hotel



You are attending a business forum in Frankfurt.

You have just arrived at the hotel at which you are staying, with some colleagues.

As you check in the receptionist asks you to fill in a form giving details of your reservation, as well as some personal details.

- Fill in the form on the next page.
- Give **all** required details.

**Zimmerreservierung:**

**Reservierungsnummer:**

**Ankunft:**

**Nächte:**

**Anzahl der Zimmer:**

**Persönliche Einzelheiten:**

**Nachname:**

**Vorname:**

**Stelle:**

**Geschäftsadresse:**

**Telefonnummer des Geschäfts:**

**E-Mail des Geschäfts:**

**Sonstiges:**

Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: Meeting International Students

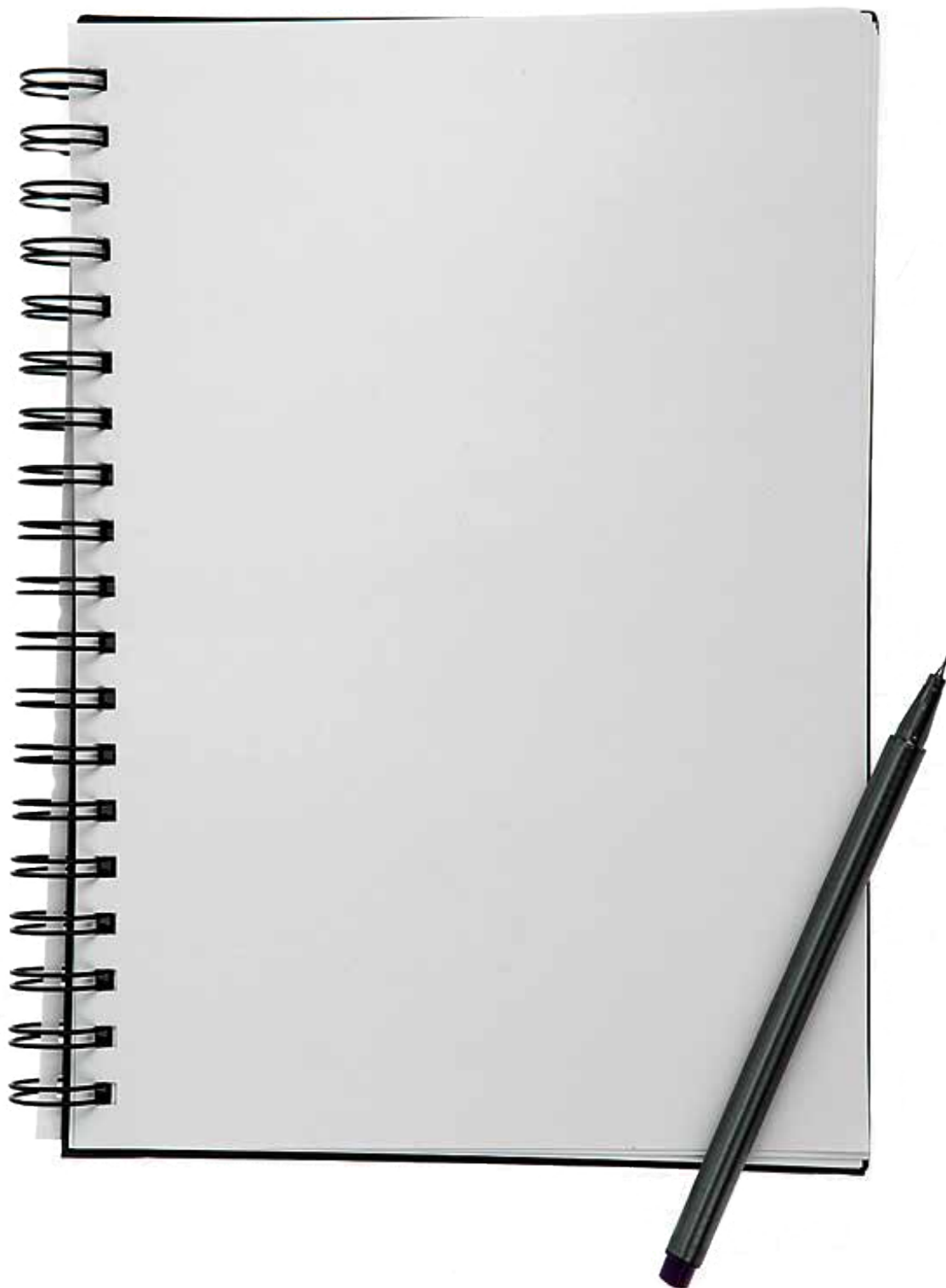


You are visiting a *Gesamtschule*, in Mutterstadt.

During your visit, you are paired with a student from the school.

This is an opportunity to get to know each other and to find out more about each other's studies.

- Ask questions to find out:
  - Personal details such as their name, where they live, their nationality etc.
  - Details about their studies: name of school / college, year group, subjects studied, favourite subjects.
  - Their contact details: phone number / email address.
- Note down the information you receive on the note pad on the next page.
- Answer their questions about your own studies / work experience.



Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: Attending a Business Fair in Germany



You are attending a business fair for people working in the catering industry, being held in Jena.

You have been paired with a German delegate.

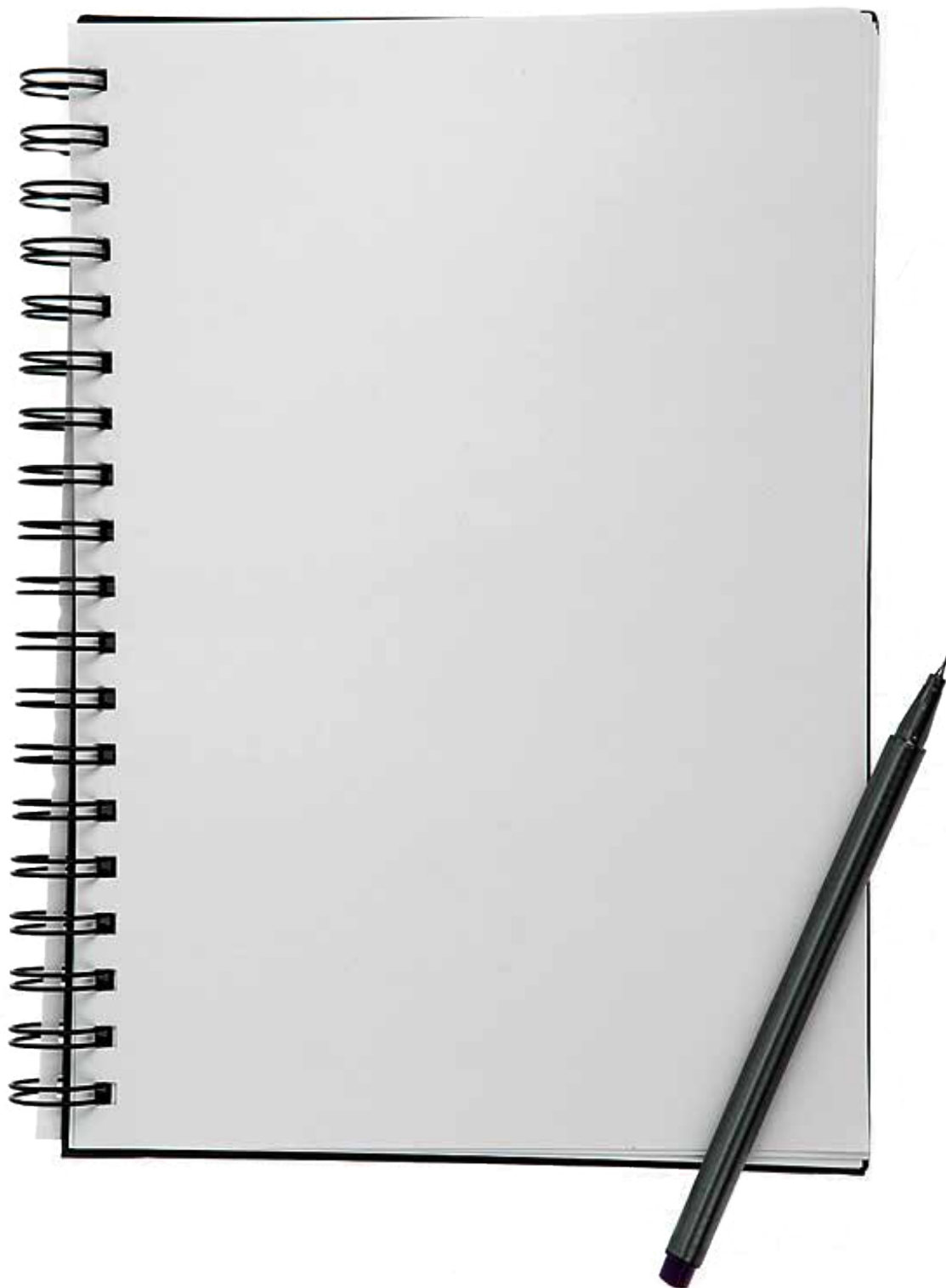
You need to introduce yourselves and get to know each other.

You also have to find out each other's studies **or** work experience.

- Ask questions to find out:
  - Personal details such as their name, where they live, their nationality, contact details etc.
  - Details about their studies: name of school / college, year group, subjects studied, favourite subjects.

### OR

- Details about their work (job title, hours of work, responsibilities, name and type of company they work for, their opinion about their work, how long they have worked for this company, etc.).
- Note down the information you receive on the note pad on the next page.
- Answer their questions about your own studies **or** work.



Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: Writing to a Student in Germany



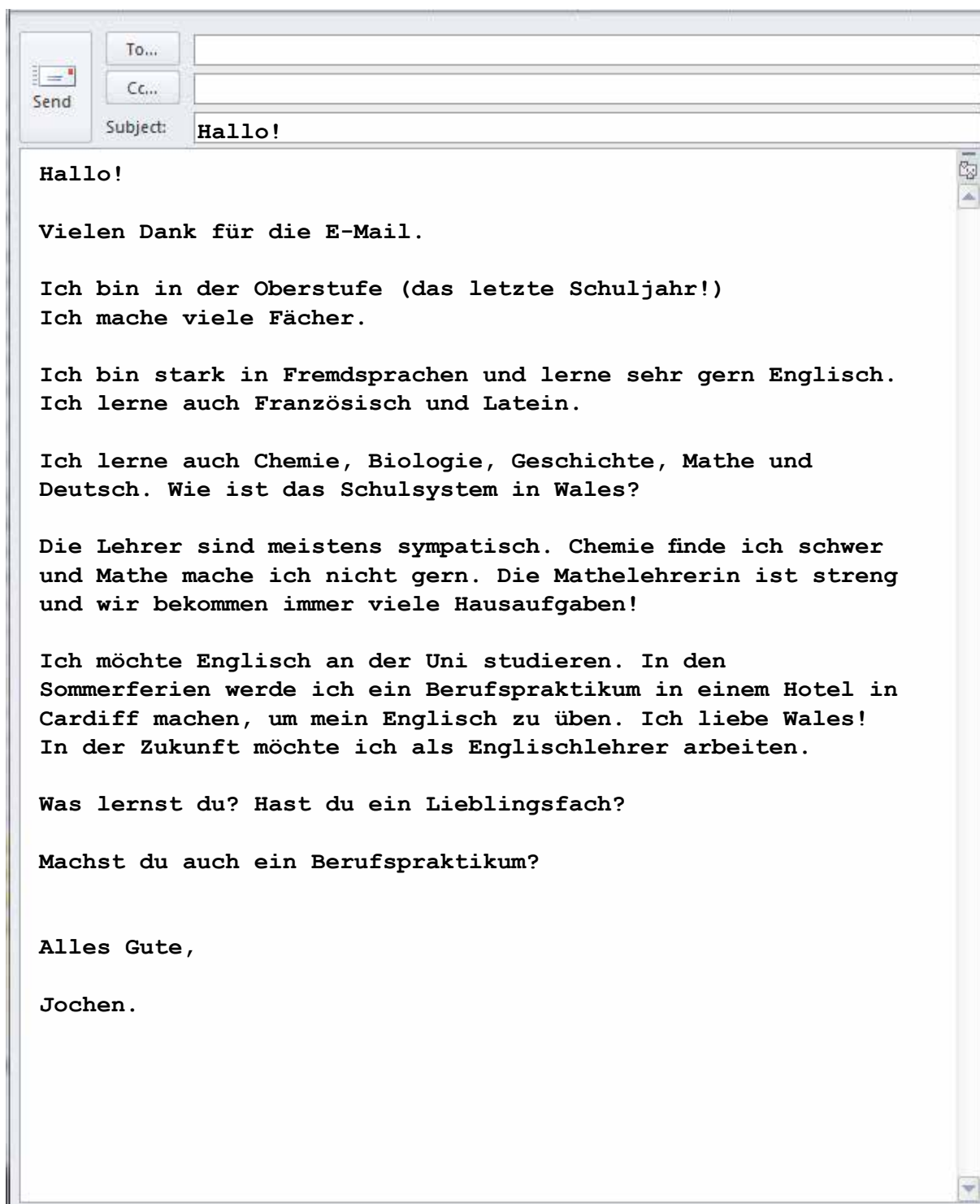
Your school / college has been twinned with a school in Geesthacht.

You have received an email from Jochen, the student you have been paired with.

He is keen to learn about your studies and your school life in Wales.

- Reply to his email, found on the next page.
- Answer **some** of his questions. Give details about your school / college, your timetable, the subjects you study etc. Remember to give **some** opinions (e.g. about your favourite subject).
- Ask a couple of questions about his school (size, number of pupils, age of pupils, etc.).
- You want to find out more about the educational “pathway” he has chosen. Ask him a couple of questions about his studies based on the email he has sent you.

## Jochen's email to you:



The image shows a screenshot of an email client window. At the top left, there is a 'Send' button. To its right are fields for 'To...', 'Cc...', and 'Subject:'. The 'Subject' field contains the text 'Hallo!'. Below these fields is the main body of the email, which contains German text. The text is as follows:

Hallo!

Vielen Dank für die E-Mail.

Ich bin in der Oberstufe (das letzte Schuljahr!)  
Ich mache viele Fächer.

Ich bin stark in Fremdsprachen und lerne sehr gern Englisch.  
Ich lerne auch Französisch und Latein.

Ich lerne auch Chemie, Biologie, Geschichte, Mathe und  
Deutsch. Wie ist das Schulsystem in Wales?

Die Lehrer sind meistens sympatisch. Chemie finde ich schwer  
und Mathe mache ich nicht gern. Die Mathelehrerin ist streng  
und wir bekommen immer viele Hausaufgaben!

Ich möchte Englisch an der Uni studieren. In den  
Sommerferien werde ich ein Berufspraktikum in einem Hotel in  
Cardiff machen, um mein Englisch zu üben. Ich liebe Wales!  
In der Zukunft möchte ich als Englischlehrer arbeiten.

Was lernst du? Hast du ein Lieblingsfach?

Machst du auch ein Berufspraktikum?

Alles Gute,

Jochen.



**Your Response:**

The image shows a standard email composition window. At the top left, there is a 'Send' button with a paper plane icon. To its right are three input fields: 'To...', 'Cc...', and 'Subject:'. Below these fields is a large, empty text area for writing the email body. On the right side of the text area, there is a vertical scrollbar with a small icon at the top and a downward arrow at the bottom.

Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: Applying for a Work Placement



CC- BY-SA 2009 Thomas Pusch

You are applying for work experience at a German theme park.

Theme parks offer a wide range of job opportunities.

- Search online to find a suitable theme park to which you could apply and look at the possible jobs available.
- Select a position that would interest you.
- Fill in the CV on the next page.
- Give **as many details as possible** about your studies, your work experience and your personal interests.

Complete the following CV to send to the theme park:

<b>Nachname:</b>	<b>Vorname:</b>
<input type="text"/>	<input type="text"/>
<b>Geburtsdatum:</b>	<b>Geburtsort:</b>
<input type="text"/>	<input type="text"/>
<b>Adresse:</b>	
<input type="text"/>	
<b>Handynummer:</b>	
<input type="text"/>	
<b>Schule:</b>	
<input type="text"/>	
<b>Ausbildung: <i>mit Einzelheiten</i></b>	
<input type="text"/>	
<b>Sprachkenntnisse:</b>	
<input type="text"/>	
<b>Berufspraktikum / Nebenjobs: <i>mit Einzelheiten</i></b>	
<input type="text"/>	
<b>Informationstechnik:</b>	
<input type="text"/>	
<b>Hobbys: <i>mit Einzelheiten</i></b>	
<input type="text"/>	

Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: Booking a Return Journey



You have been on holiday with your family in Berlin. You are booking your return journey from “Berlin Hauptbahnhof” back to London.

You may research online for relevant transport times.

You are on the phone to the Deutsche Bahn (DB) ticket office receptionist.

You are informed that there is a problem with the train you wish to catch.

- Determine what the problem is.
- Explain what your travel plans are and ask the receptionist for advice.
- Note the advice given by the receptionist.
- Inform the receptionist of your revised travel plans based on their advice.
- Record your answers on the note pad on the next page.



Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: Working as a Receptionist



You are a receptionist at a hotel in Munich.

You welcome the visitor and give them information about the hotel.

- Greet the customer, welcome them and give your name.
- Tell the customer their room number.
- Give the customer directions to the room.
- Tell them what time breakfast starts.
- Tell them the swimming pool is next to the shop.
- Ask if they have any questions.

Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: Giving Directions



CC- BY-SA 2003 Popsracer

Your friend from Germany is coming to visit you with their family during a holiday in the UK. Your friend has sent you an email asking for directions to your new house.

- Send an email **in German** with directions to your new house. Tell them to go to a landmark in the centre of your city / town (e.g. castle).
- Give simple directions to your home, for example:
  - Which roads should they follow?
  - Should they turn left / right after a specific building?
  - Should they carry on along the road until a certain landmark or junction?
- Tell your friend where they can park outside the house.
- Write your email in the space provided on the next page.

Write your email here in German:

The image shows a standard email composition window. At the top left, there is a 'Send' button with a paper plane icon. To its right are three input fields: 'To...', 'Cc...', and 'Subject:'. Below these fields is a large, empty text area for writing the email body. On the right side of the text area, there are small icons for inserting attachments and a scroll bar.

Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....



## Task: Giving Directions



CC- BY 2008 Jonathan Wilkins

Your boss is expecting a visit from German clients. They are arriving at the local airport and have hired a car online.

The clients have sent you an email asking for directions from the airport to your company's offices.

- Send an email **in German** with directions to your company's offices / factory. Tell them to go to a landmark in the centre of your town (e.g. castle).
- Give simple directions to your company's offices, for example:
  - Which roads should they follow?
  - Should they turn left / right after a specific building?
  - Should they carry on along the road until a certain landmark or junction?
- Tell the German clients where they can park outside the office.
- Write your email in the space provided on the next page.

Write your email here in German:

The image shows a standard email composition window. At the top left, there is a 'Send' button with a paper plane icon. To its right are three input fields: 'To...', 'Cc...', and 'Subject:'. Below these fields is a large, empty text area for writing the email body. On the right side of the text area, there are small icons for inserting attachments and a scroll bar.

Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: Booking a Table



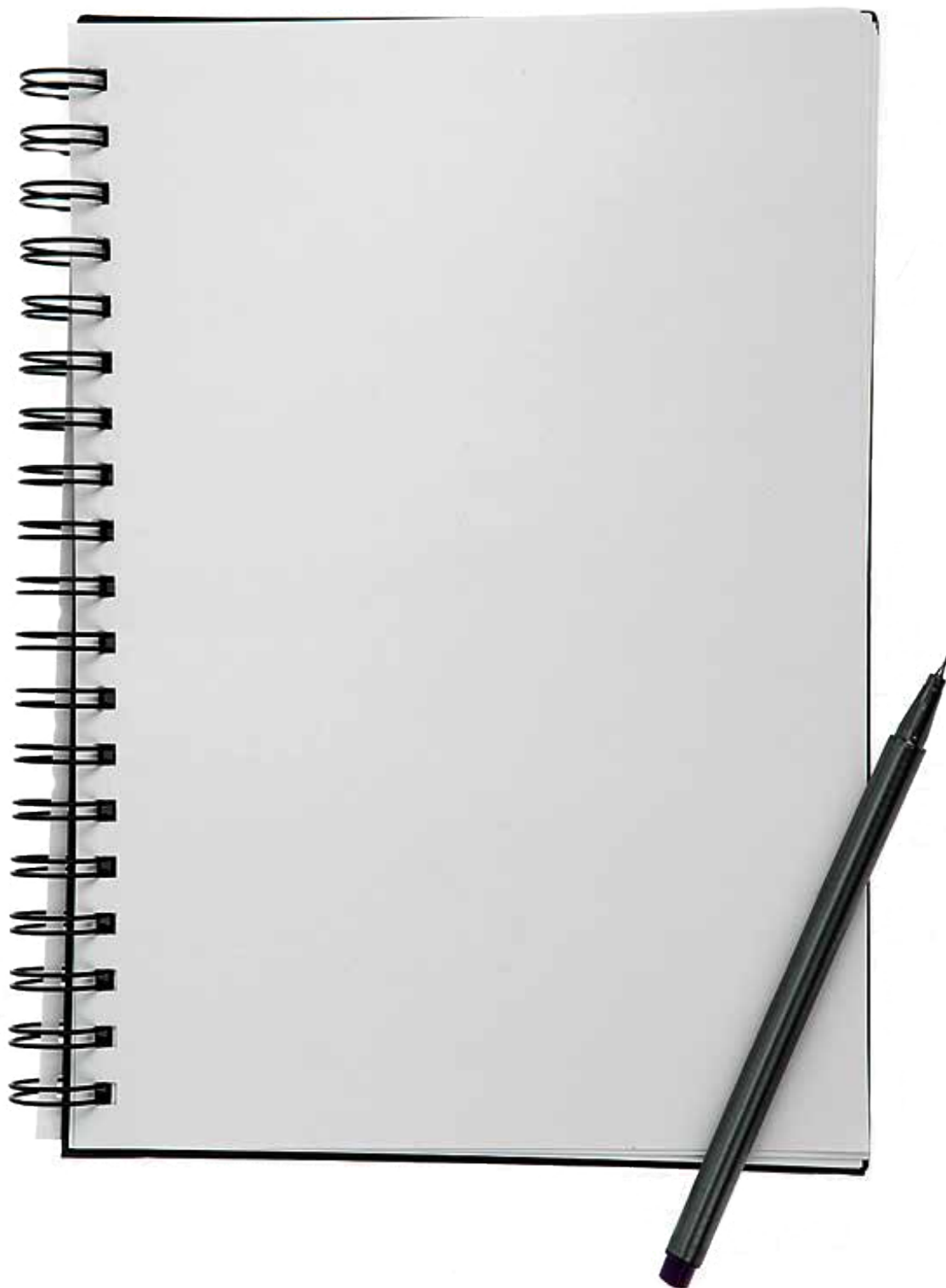
CC- BY-SA 2011 Takeaway

You and your friend enjoy good traditional food.

During your stay in Herrsching a visit to a traditional Bavarian style restaurant is recommended.

You telephone to book a table.

- Say you want to book a table for two people.
- Tell the person which day and time.
- Give your name.
- Ask about the nearest underground station.
- Ask if they want your mobile number.
- You may use the note pad on the next page to prepare your phrases **in German** and to note down any information received.



Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

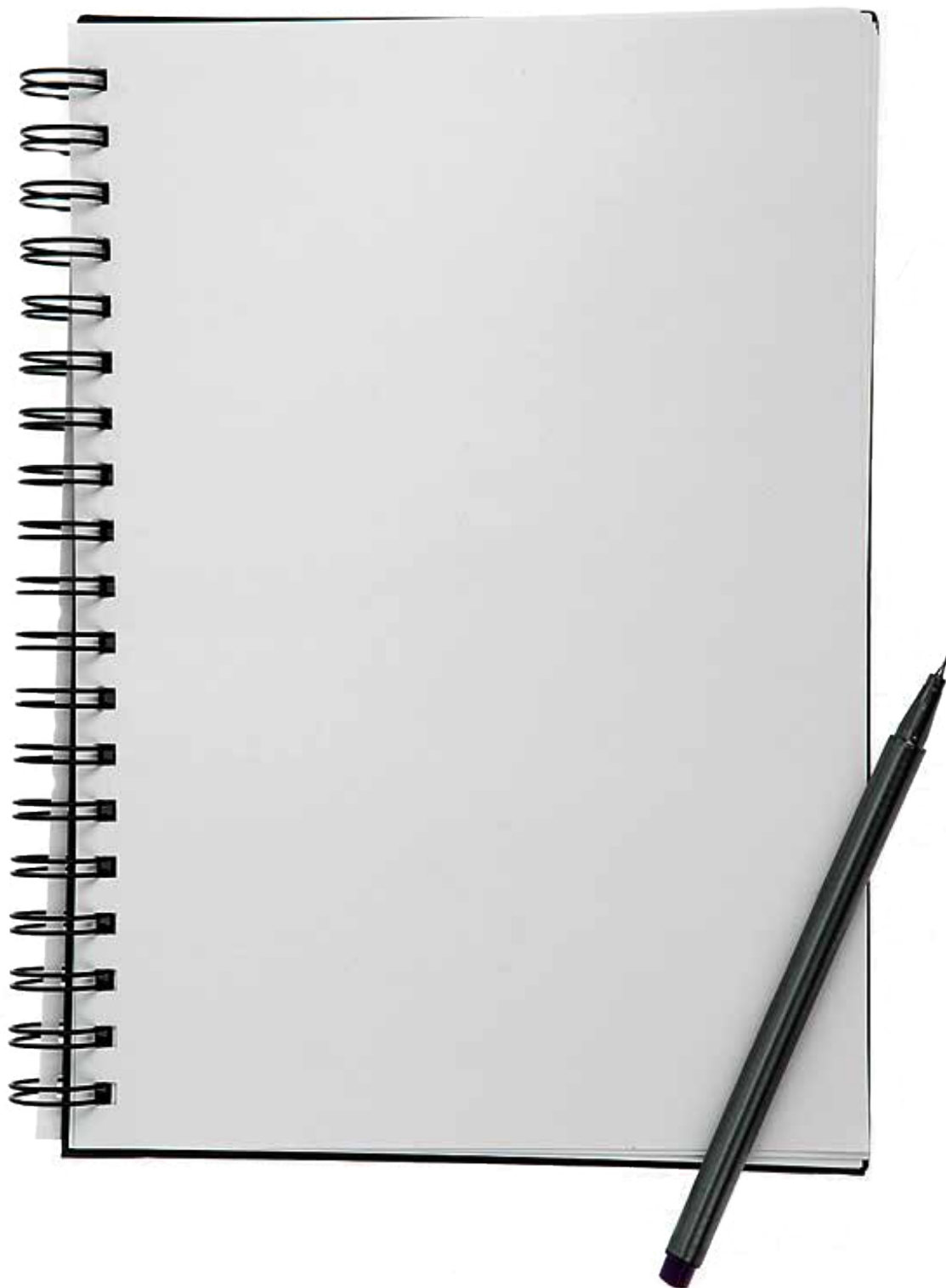
## Task: Business Trip to Hamburg



CC- BY-SA 2008 Hochgeladen am 30. Juli 2007 von Petra Kohlstädt

Your boss is attending a business meeting in Hamburg and they want to stay in a luxury hotel in the centre of the city. You have to make the booking by telephone.

- Say you want to book a room for your boss.
- Say what type of room and for how long.
- Ask how much it costs.
- Give the name of your boss and company.
- Say payment is by company credit card.
- Ask if they have a pool and a gym.
- You may use the note pad on the next page to prepare your phrases **in German**.
- You may also use the note pad on the next page to record the information you are given **in English**.



Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: A Visit to Berlin



CC- BY-SA 2012 Thomas Wolf

You are planning a visit to Berlin for four days.

You have looked at the Berlin tourist website but are still unsure which places to visit.

- Email the tourist office to ask for the following advice:
  - Give the dates of your visit.
  - Ask for a list of monuments.
  - Ask what there is to do at night.
  - Ask if there are discounts for tourists on public transport.
  - Give your name and contact details.
- Write your email in the space provided on the next page.

Write your email here in German:

The image shows a standard email composition window. At the top left, there is a 'Send' button with a paper plane icon. To its right are three input fields: 'To...', 'Cc...', and 'Subject:'. Below these fields is a large, empty text area for writing the email body. On the right side of the text area, there is a vertical scrollbar with a small icon at the top and a downward arrow at the bottom.

Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....



## Task: Business Trip to Hamburg



CC- BY-SA 2008 Hochgeladen am 30. Juli 2007 von Petra Kohlstädt

You have made a booking by telephone for your boss who is attending a business meeting in Hamburg. They are staying at a luxury hotel in the city.

- Send an email confirming the booking.
- Give the name of your boss and company.
- Say what type of room was booked and for how long.
- Give the dates of the stay and the arrival time at the hotel.
- Check that the hotel has a gym.
- Write your email in the space provided on the next page.

Write your email here in German:

The image shows a standard email composition window. At the top left, there is a 'Send' button with a paper plane icon. To its right are three input fields: 'To...', 'Cc...', and 'Subject:'. Below these fields is a large, empty text area for writing the email body. On the right side of the text area, there is a vertical scrollbar with a small icon at the top and a downward arrow at the bottom.

Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: Shopping for Food

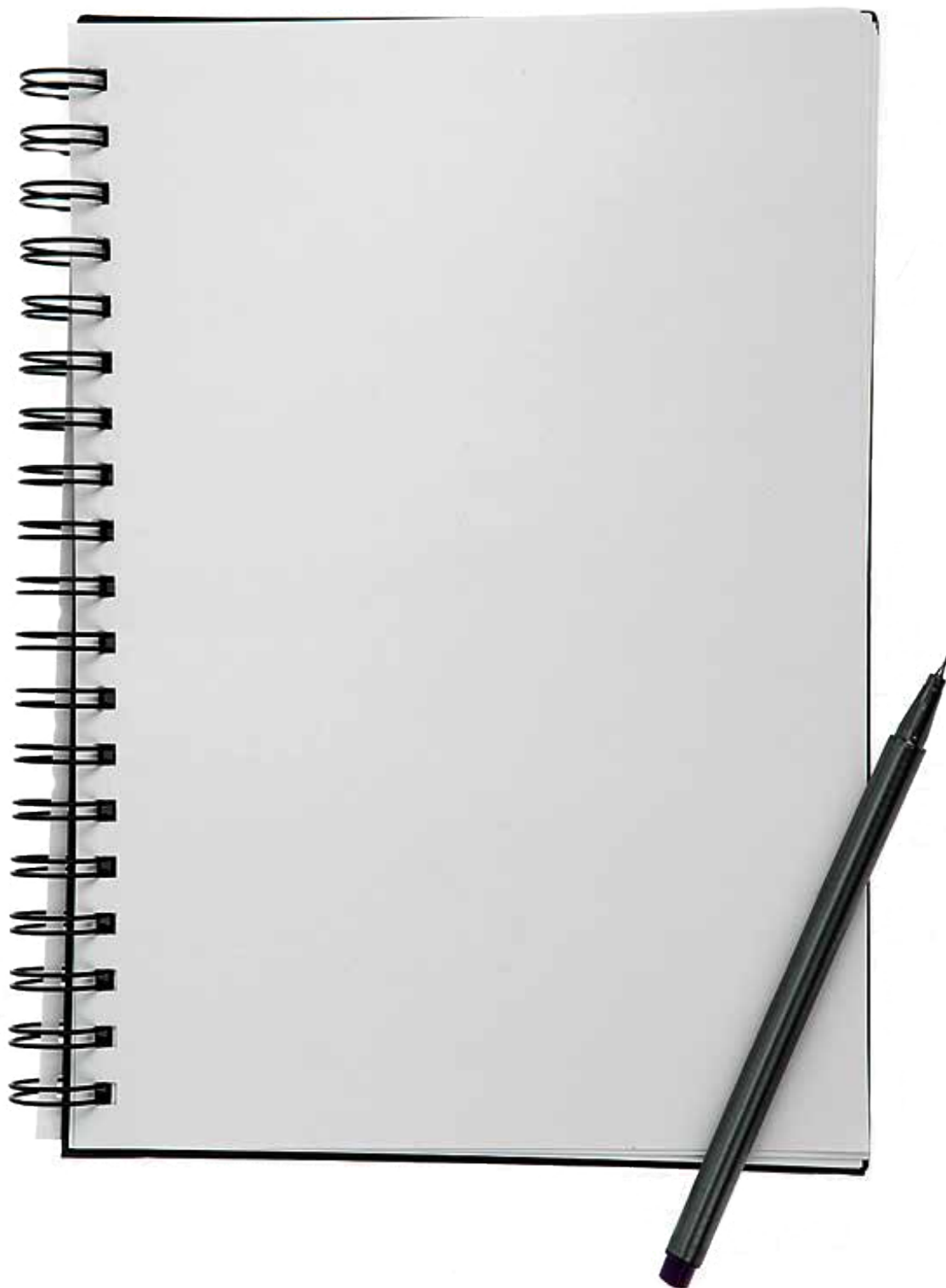


You are on holiday in Lübeck.

You want to try some of the local food specialities!

You go to a Bäckerei / Konditorei to buy a variety of cakes or pastries as well as some bread.

- Ask for a variety of items. (Ask for **specific quantities**).
- Ask for the bill.
- Ask if you can pay with a credit card.
- Use appropriate greetings.
- Note down the items and price on the note pad on the next page.



Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: At the Café

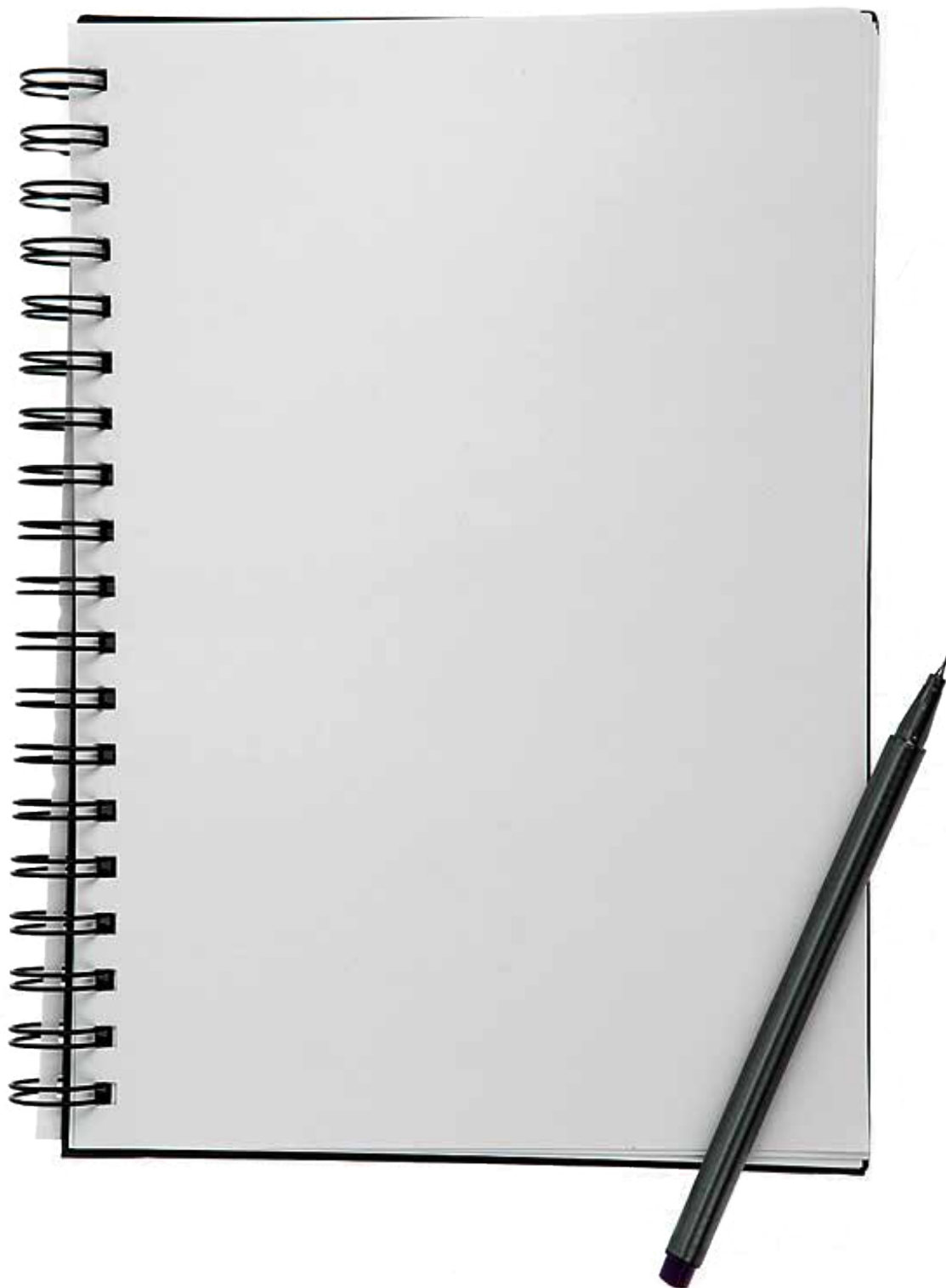


You are on work experience in Freiburg.

You have invited colleagues to meet for lunch at a local restaurant.

You may research online to find a suitable establishment, and its related menu, if this helps you to complete the task.

- Look at your chosen menu.
- Order food for you and your friends. Make sure you order **the right quantities**.
- Ask for the price of **one specific item**.
- Ask for the bill.
- You can write down the items of food to order on the note pad found on the next page, so that you will be prepared when the waiter comes.
- Note down the price given by the waiter on the note pad on the next page.



Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....

## Task: Confirming a Restaurant Booking for a Birthday Party



You will be spending a weekend in Lüneburg with some friends to celebrate a special birthday!  
You have decided to go to a local, renowned, fine dining restaurant.

- Search online to find a suitable establishment and its related menu.
- You have been asked to send an email to confirm the booking (you may use the email template found on the next page).
- Give details about the dinner: date, time, number of people, menu, prices and contact information.

Write your email here in German:

The image shows a standard email composition window. At the top left, there is a 'Send' button with a paper plane icon. To its right are three input fields: 'To...', 'Cc...', and 'Subject:'. Below these fields is a large, empty text area for writing the email body. On the right side of the text area, there are small icons for text formatting (bold, italic, underline) and a scroll bar.

Candidate name ..... Date of task .....

Assessor name ..... Date assessed .....



## Task: Confirming a Restaurant Booking for a Work Party



You have been on work experience in Dresden.

As you will be leaving soon, you will be going out for a meal with a group of colleagues.

You have decided to visit a local brasserie.

- Search online to find a suitable establishment and its related menu.
- You have been asked to send an email to confirm the booking (you may use the email template found on the next page).
- Give details about the dinner: name of the company, date, time, number of people, menu, prices and contact information.

Write your email here in German:

The image shows a standard email composition window. At the top left, there is a 'Send' button with a paper plane icon. To its right are three input fields: 'To...', 'Cc...', and 'Subject:'. Below these fields is a large, empty text area for writing the email body. On the right side of the text area, there are small icons for text formatting (bold, italic, underline) and a scroll bar.

Candidate name ..... Date of task .....

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