

Last Minute German

**A Language and Culture Guide
for
People on the Fly**

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**Last Minute German: A Language and Culture Guide for
People on the Fly**

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The German in this book is according to the orthography
reform (Rechtschreibreform) of 1997.

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Last Minute German covers every aspect of a successful business trip.

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Last Minute German includes a CD of every phrase in the book, with pauses for repetition.



Last Minute German – chock full of necessary information, but compact enough to read on the plane!

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**Greetings, Introductions and
Taking Leave**

Guten Morgen!	Good morning!
Guten Tag!	Hello (good day)!
Guten Abend!	Good evening!
Guten Tag, Herr Schmidt.	Good day, Mr. Schmidt.
Guten Abend, Frau Meier.	Good evening, Ms. Meier.
Wie geht's?	How are you? (How's it going?)
Wie geht es Ihnen?	How are you? [formal and a real question – expect a real response!]
Danke, gut.	Thanks, well.
Mir geht es gut, danke.	I am doing fine, thanks.
☞ Darf ich Ihnen Frau Miller vorstellen?	May I introduce (to you) Ms. Miller?
☞ Das ist Frau Miller aus Amerika.	This is Ms. Miller from America.
Schön, Sie kennen zu lernen.	Nice to meet you.
Danke gleichfalls.	Thank you, same to you.
Auf Wiedersehen	Good-bye [formal]
Tschüss!	Bye! [less formal]

The chapters begin with simple phrases that you can learn quickly using the CD .

The ear symbol tells you it is a phrase that you will soon be able to recognize in real speech.

Practical and Cultural Information






Every chapter includes *Practical and Cultural Information* that will help make your trip a success.

- *Herr* and *Frau* are used with the last name in Germany to address adults. Do not address adults by their first name unless they offer it to you. Within your own company, your German co-workers may have learned to address Americans by their first names.
- *Frau* means “Mrs.,” “Miss,” or “Ms.” You may have learned *Fräulein* for “Miss,” but this is rarely used anymore and is politically incorrect.
- There are three ways to say “you” in German: *Sie*, *du* and *ihr*. Because *Sie* is used in most business situations, you will only be learning *Sie* in this book. *Du* and *ihr* are informal and are only used among children, family members and very close friends. Germans may work together for many years and still address each other with *Sie* since it is the most polite and respectful form of “you.”
- Germans shake hands more than Americans. During introductions, shake hands with the most senior person first and then according to gender – ladies first! Use a full, firm handshake, keep your left hand out of your pocket, and make direct eye contact.

Only the **most important** information is included so that you can be culturally savvy without feeling overwhelmed.

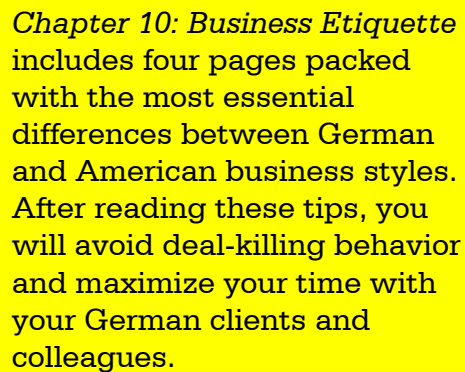
Driving

Chapter 4: Driving covers rental cars, rules of the road, getting from place to place, and parking. Color pictures of street signs will help you navigate on busy German roads.

- It is a common misconception that you can drive as quickly as you would like in Germany. In truth, there are often speed limits, and they are strictly enforced. A camera, not a police officer, may catch you speeding or going through a red light. Your car's license number will be identified, the rental car agency will be sent your ticket, and you will have to pay it when you turn in your car.
-  Speed limit. In general:
 - In cities: 50 km/hr (31 miles/hr)
 - On smaller highways (*Landstraße*): 100 km/hr (62 miles/hr)
 - On the *Autobahn*: no limit unless posted. 130 km/hr is recommended (81 miles/hr)
- Right-of-way rules:
 - "Right before Left": At unmarked intersections, the car on the right always has the right-of-way. There are no posted four-way stops.
 -  You have the right-of-way on streets with the priority sign.
 -  End of priority road.
 -  Drivers must yield to traffic.
 -  Pedestrians have the right-of-way on the "zebra striped" crossings. They expect drivers to stop.

Business Etiquette

- If you are trying to “sell” a new product or idea to Germans, do not give up if you are met with skepticism. What Americans perceive as doubt, suspicion or even harassment is actually a sign that your proposal is being considered seriously and thoroughly. Demonstrate your expertise by answering all questions thoughtfully and in detail.
- “No news is good news” for German managers. Positive reinforcement is not considered necessary and criticism may seem blunt. However, you need not change your ways: specific praise is appreciated.



Chapter 10: Business Etiquette includes four pages packed with the most essential differences between German and American business styles. After reading these tips, you will avoid deal-killing behavior and maximize your time with your German clients and colleagues.

Appendix IV: List of Food Items

This word list will help you order from a German menu. It reflects a very traditional menu and does not include the international fare or more modern cuisine that can also be found throughout Germany. The list is organized according to type of food and then alphabetically within each group.

Appendix IV includes eight invaluable pages of common menu items. All food items are included on the CD.

<i>Getränke</i>	<i>Beverages</i>
<i>Warme Getränke</i>	<i>Hot Beverages</i>
Kaffee	coffee
entkoffeinierter Kaffee or Kaffee HAG	decaffeinated coffee
heiße Schokolade or Kakao	hot chocolate, cocoa
Tee	tea
<i>Kalte Getränke</i>	<i>Cold Beverages</i>
Wasser	water
Mineralwasser	mineral water
Sprudel(wasser)	sparkling water
stilles Wasser	non-carbonated water
Orangensaft	orange juice
Apfelsaft	apple juice
Apfelschorle	apple juice spritzer
Cola / Cola Light	cola / diet coke
Fanta	orange Fanta
Limo	citrus pop, like Sprite