

Guten Tag!

Good day!

Ich heiße John. Wie heißen Sie bitte?

My name is John. What is your name?

Ich wohne in B'lore. Wo wohnen Sie bitte?

I stay in B'lore. Where do you stay?

Ich komme aus Chennai. Woher kommen Sie bitte?

I come from Chennai. Where do you come from?

Ich arbeite bei IBM? Wo arbeiten Sie bitte?

I work in IBM. Where do you work?

In Germany, people generally greet each other when they start working or come to office or meet each other. It's considered as having good manners.

In the morning: **Guten Morgen!** (It literally means good morning).

In the afternoon, noon: **Guten Tag!** (Good day).

In the evening: **Guten Abend!** (Good evening).

In the night, before sleeping: **Gute Nacht!** (Good night).

If it is a formal conversation, you will refer to the other person as 'Sie'. However if you are talking to your colleague or a friend, you will use 'du'. Before some years, Germans were comfortable with 'Sie' in the office culture. But now-a-days, with Americanization or globalization, they are comfortable using 'du'.

I simply apply one rule while choosing 'Sie' or 'du'. Start with 'Sie'. If the opponent corrects me and says 'it's du!', then fine, I'll start using 'du'. Otherwise, stick to 'Sie'! Normally it works...

In case of an informal conversation, 'Guten Tag' will be reduced to 'Tag!'. Remember this... Or you will wait for 'Guten Tag' and it won't ever come...

Wie geht es Ihnen?

Wie geht es dir?

Wie geht's?

It simply means: how are you doing?

Your reply can be:

Gut! Toll! Wunderbar! Prima! 😊

Nicht so gut... ok.... Es geht... 😊

Schlecht! 😞

Can we repeat some small sentences?

Hallo! Guten Tag!

Ich heiße Martin. Und du?

Ich komme aus Mumbai. Und du? Woher kommst du?

Ich wohne in B'lore. Wo wohnst du?

Ich arbeite bei TCS. Wo arbeitest du?

Ich bin Uebersetzerin. Was bist du von Beruf?

Ich – bin – Uebersetzerin von Beruf.

Deutsch – Englisch.

Englisch – Deutsch.

Uebersetzerin!

Ich bin Uebersetzerin von Beruf.

Was sind Sie von Beruf?

Ich bin SAP Berater von Beruf.

Ich bin Engenuer von Beruf.

Ich bin Chef von Beruf.

Ich bin Manager von Beruf.

Beruf? What 'Beruf' can be? Beruf means profession!

Gut! Ich heiße Hari. How do I spell my name? I am talking to somebody on telephone and want to give my name and number. I simply use English. Ok. Fine. But – if it's not possible – other person doesn't simply get what you are telling. Then? Simple enough. Use German.

A B C Z.

Now we come to some different letters in German.

A, U and O with two dots on their heads! These dots are called as 'umlaut'. Yes, 'um-laa-oot'.

a -> ä

o -> ö

u -> ü

You can use 'Alt' button of your computer for typing those.

a -> ä -> Alt + 132

o -> ö -> Alt + 148

u -> ü -> Alt + 129

Sometimes this umlaut can't be used. For example in email address. In such case, you can use:

'a + e' for ä.

'o + e' for ö.

'u + e' for ü.

Pronunciation! Yes, it is difficult. We will try...

Say 'O'. Now, use your tongue. Keep it in between your lips, while saying 'O'.

O -> Ö

Same for 'A'.

A -> Ä

Same for 'U'.

U -> Ü

Sehr gut!!!

Now we come to 'ß'. That is 'Esszet'. Many times – remember, many times, not always – it is used instead of 'double s'. There are rules. Let's not get into that. Remember. 'Esszet' is 'double s'. Ok? It's NOT 'beta'. It's 'Esszet' i.e. 'double s'.

Here in India, we don't really respect our names. Do we? No, we don't. Ramesh? Ramu! Rajeshwar? Raju! Lalitha? Lali... That's it. As simple as that! As long as, we know whom the other person is referring to, we don't have any problem! If somebody misspells our name – say, on Airtel ka mobile bill, they have spelled you as 'Romes' instead of 'Ramesh', what does Ramesh do? He ignores! As long as, he doesn't have to submit the bill in office for reimbursement or he is getting the bill amount reimbursed, no worries! He simply ignores.

In Germany? It's different. If you misspell the name of your German colleague, once he will correct you politely. If you do it again, may be, he'll have the patience to correct you again. But it won't create good impression about your personality in his mind. It hurts self esteem. And when it comes to esteem, it's dangerous. If you do it for the third time, you are gone! So... be careful. If you don't get it correctly, ask again. Don't hesitate to ask again and again. But make sure you are writing it correctly.

Now we come to telephone number. I will say the numbers, you repeat. Ok?

0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 ...

Meine Telefonnummer ist –

Meine Handynummer ist –

Handy? Das ist mein Handy! My mobile! Klar? Gut!

Meine Handynummer ist –
My mobile number is –

Now we come to days, dates and time.

Montag Monday
Dienstag Tuesday
Mittwoch Wednesday
Donnerstag Thursday
Freitag Friday
Samstag Saturday
Sonntag Sunday

Die Woche! – 7 Tage – Die Woche.
Samstag + Sonntag -> Wochen-Ende. -> Wochenende! Klar?
Woche. *Week. Wochenende, weekend.*

*Remember one thing. Germans always pronounce as they write. Remember that.
Remember the pronunciations of the alphabets. It will be much easier.
Now – as we know the numbers, let's try to know the clock.*

'nach' means 'after'.
'vor' means 'before'.

8 Uhr. (08:00)
8 Uhr 10. = 10 nach 8. (08:10)
8 Uhr 30 = Halb 9 (08:30)
8 Uhr 45 = 45 nach 8 = 15 vor 9 (08:45)

Klar?

*If it is a timing announced on station or airport, it will be in official manner. That means:
For 8 am, it will be 8 Uhr. For 8 pm, it will be 20 Uhr.*

Klar? Now I will read a dialogue on the bus station. Ok? Listen and give me the correct details. OK?

A: Guten Tag.
B: Guten Tag.
A: Welcher Bus fährt zum Flughafen Tegel?
B: Bus Nummer neun.
A: Wie oft fährt der Bus?
B: Alle zehn Minuten.

A: Was kostet eine Tageskarte?

B: Sechs Euro zehn.

A: Gut, eine Tageskarte, bitte.

B: Bitte sehr. Das macht sechs Euro zehn, bitte.

A: Eins, zwei, drei, vier, fünf, sechs Euro und zehn Cent. Bitte sehr.

B: Vielen Dank. Und die Tageskarte.

You must be aware of this fact, but anyhow, I will repeat it here! Europeans are really particular about the timings they give. If they say 10 o' clock, they will be there at 10 o' clock. And more so, they will expect you to be there at 10 o' clock! Be careful while noting the timings and appointments. Ok?

Now... Some words related to food.

Vegetarier (Vegetarian)

Nicht-Vegetarier (Non-Vegetarian)

Salat (Salad)

Reis (Rice)

Kartoffel (Potato)

Fleisch (Meat)

Ei (Egg)

Eis (Ice-Cream)

Gemüse (Vegetables)

Gewürze (Spices)

Limonade (Lemonade)

Käse (Cheese)

Butter (Butter)

Brot (Bread)

Cola (Coca-cola)

Pizza (Pizza)

Bier (Beer)

Trinken (Drink)

Essen (Eat)

Bezahlen (Pay)

Nehmen (Take)

Geben (Give)

Now – Some directions for address.

Rechts... (Right)

Links... (Left)

Geradeaus... (Straight)

Here is the conversation with directions.

A: Entschuldigung?
B: Ja, bitte?
A: Wo ist die "Komödie", bitte?
B: Die "Komödie"? Gehen Sie hier rechts, dann geradeaus und links.
A: Wie bitte?
B: Hier rechts, dann geradeaus und links.
A: Ist das weit?
B: Nein, es ist nicht weit.
A: Super, vielen Dank.
B: Bitte.

Now we come to the final part of this session. Let's see, how to say 'Thank you'.

Danke!
Bitte!

'Bitte' means 'please'. But it is also used as in 'welcome / mention not'. Here are some examples.

Vilen Dank!
Bitte!
Danke sehr!
Bitte sehr!

'Sehr' is nothing but 'a lot / very much'. 'Sehr gut' is 'Very good'.

If you want to say 'Excuse me', say **'Entschuldigung'**. (Ent-shul-digung). If you want to say sorry, say **'Tut mir Leid'**. It literally means 'it gives me pain'!

'Entschuldigung!' (Excuse me!)
'Kein Problem!' (No problem)

Whenever you want to say 'Good Bye', again there are two ways of saying it. Formal and informal.

*If the conversation is formal, say: **Auf Wiedersehen!** (Good Bye)*

*If the conversation is telephonic, say: **Auf Wiederhören!***

*If the conversation is informal, say: **Tschüß!** or **Bis später!** or **Bis bald!** or **Ciao!***