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German in the Workplace — Professional Language Courses and Meeting Tips

DeuFöV B2/C1 courses from BAMF, professional language at work, meeting communication, and career development.

Deutsche Begriffe: DeuFöV | Berufssprachkurs | BAMF | Fachsprache | Arbeitsplatz | B2-Kurs | C1-Kurs

Why German in the Workplace Matters

Even if you work in an international company — in German professional life, German is predominantly spoken during meetings, emails, and informal conversations. Those who master specialized terminology significantly increase their career prospects and integrate into teams faster.

DeuFöV — Work-Related German Language Courses

Work-related German language support (DeuFöV) is funded by the **BAMF** (Federal Office for Migration and Refugees) and is **free** for many participants.

Course Modules

Level	Duration	Content
B2 Professional Language Course	400-500 UH	Applications, employment law, communication
C1 Professional Language Course	300 UH	Technical language, negotiations, presentations

Level	Duration	Content
Specialized Courses	300 UH	Healthcare, trades/technology, academics

UH = Instructional Hours (45 minutes each)

Who is Eligible?

- Persons with migration background and completed integration course
- Job seekers with language support needs (via job center or employment agency)
- Employees who need better German skills for their job
- Apprentices with language deficits

Costs

- **Job seekers:** Free (BAMF funding)
- **Employees with income over €20,000/year:** Cost contribution **€2.56 per UH** — 50% refund upon passing the exam

Professional Language in Your Field

Depending on your industry, you need specific vocabulary:

- **Office/Administration:** minutes, meeting, deadline, application, feedback
- **Healthcare/Medicine:** medical history, ward round, documentation, wound care
- **Trades/Technology:** tools, unit of measurement, safety briefing, acceptance
- **IT:** requirement, approval, deployment, troubleshooting

Tip: Start a **professional vocabulary notebook** and record 3-5 new workplace terms daily.

Meeting Tips for Non-Native Speakers

- 1. Preparation:** Read the agenda beforehand and look up unfamiliar terms
- 2. Active Listening:** Ask clarifying questions: "Do I understand correctly that...?"
- 3. Take Notes:** Write down key concepts — this helps with follow-up
- 4. Questions Are Welcome:** "Could you please explain that again?" is completely normal
- 5. Practice Small Talk:** Before and after the meeting — weather, weekend, cafeteria

Further Development Opportunities

- **VHS Courses:** "German for the Profession" from approx. €150-300
- **Online Platforms:** vhs-lernportal.de (free), Goethe-Institut
- **Company Courses:** Many employers offer internal German courses — ask your HR department

How to Find a DeuFöV Course

1. Consult with your **job center** or **employment agency**
2. Obtain authorization certificate (referral)
3. Search for course providers near you: kursnet-finden.arbeitsagentur.de
4. Register with the course provider using your authorization certificate