



# Student Success Checklist

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To ensure you achieve your goals and make the most of our business private online courses, we've created a comprehensive guideline. Follow these steps to maximize your progress, stay satisfied, and meet your expectations.

## **Before the course**

**Set clear goals:** Define what you want to achieve by the end of the course. Write down specific, measurable objectives and share it with your instructor.

**Prepare materials:** Review the provided materials before each class. Familiarize yourself with the vocabulary and exercises.

## **During the course**

**Activate participation:** Engage actively during the classes. Ask questions, participate in discussions, and practice speaking as much as possible.

**Take notes:** Keep detailed notes of what you learn. Highlight key points and areas you find challenging.

**Complete homework:** Always complete the assigned homework. It reinforces what you've learned and prepares you for the next class.

## **After Each Class**

**Review and reflect:** Spend at least 15-30 minutes reviewing your notes and the class materials. Reflect on what you learned and identify areas for improvement.

**Practice vocabulary:** Dedicate 10-15 minutes each day to practicing the new vocabulary. Use flashcards, apps, or write sentences using new words.

**Do exercises:** Complete the exercises provided after each class. They are designed to reinforce your understanding and application of the material.

### **After The Course**

**Continued practice:** Continue practicing regularly. Spend at least 30 minutes a day reviewing vocabulary, speaking, and writing in German.

**Engage with the community:** Join our community of professionals to exchange information, ask questions, and stay updated on new developments.

**Set new goals:** After achieving your initial goals, set new ones to keep improving. Regularly assess your progress and adjust your learning plan as needed.

### **General Tips**

**Stay consistent:** Consistency is key to language learning. Make studying a part of your daily routine.

**Use the language:** Try to incorporate German into your daily life. Watch German news, read articles, or converse with German-speaking colleagues.

**Stay motivated:** Remind yourself why you're learning German and how it will benefit your professional and personal life. Celebrate your progress, no matter how small.

By following this checklist, you'll be well on your way to mastering business German and achieving your goals. Remember, we're here to support you every step of the way. Stay dedicated, practice regularly, and make the most of our resources and community. If you have any questions or need further assistance, don't hesitate to reach out.

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