

SPRECHEN, VERSTEHEN, ERLEBEN.



## Student's Manual





## Welcome to Berlin

It is our pleasure to welcome you to Berlin as an inlingua student.

This folder contains some useful information to make your stay as enjoyable as possible. If you have any questions, problems or need any information please feel free to talk to us at any time.

Our staff speak several languages so that communication is never a problem.

### You can reach us by

Phone: +49 30 88 471190  
Fax: +49 30 88 4711999  
E-Mail: [info@inlingua-berlin.de](mailto:info@inlingua-berlin.de)  
Emergency contact: +49 175 5851875  
or our website: [www.germancoursesberlin.com](http://www.germancoursesberlin.com)

### Our office hours

Monday-Thursday 8:00 am to 8:00 pm  
Friday 8:00 am to 5:30 pm  
Saturday 9:00 am to 12:00 pm

Our school is closed on public holidays.

### Staff and responsibilities at inlingua Berlin

Niel Ramsey	Director
Gerti Schwarzer	Customer Service, Marketing Manager, Agencies
Geertje Fischer	Customer Service, Director of Studies (German)
Nadine Mahncke	Customer Service, Accommodation

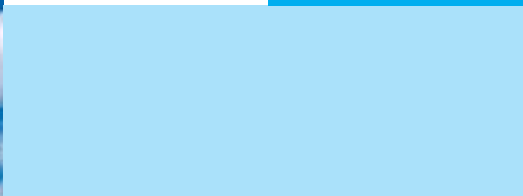
### The first day at inlingua

Please be in school about 30 min. before the course starts.

We will show you the school and hand you out your starter pack including book, note pad and pen.

### Course schedule

9:30 to 11:00	Courses (standard)
11:00 to 11:15	Break
11:15 to 12:45	Courses (standard)
12:45 to 13:30	Break
13:30 to 15:00	Combi-courses



## General information

### Placement test

Placement test (for students with prior knowledge of German). It is important to us that you are placed in the right course, and to ensure this every student should do a placement test before the first day in the school. The test consists of a series of multiple choice questions in order to assess your knowledge of grammar and vocabulary, so that you can be assigned to the appropriate group. We also conduct an oral placement where required. The written test can be found at:

<http://www.germancoursesberlin.com/index.php?id=placement>

### Your class

You will be put in a course according to your level and will then also be informed about the exact schedule, who your teacher will be and in which room the course will take place.

Please note: it is possible to change to a course with a higher or lower level, if necessary. If you are unhappy with your placement, for any reason, please come and talk to us immediately. We will find a solution.

### Learning material

Our inlingua starter pack including the first book will be handed out before your class starts. Each further book is then purchased as is needed.

### inlingua student's card

As soon as you arrive in the school you are welcome to ask in the office for an inlingua "Schülerausweis". This is highly recommendable, as you can obtain discounts for museums, theatres, etc. All we require is a passport photo.



### Break

Depending on your course type, you will most likely have a 15 or 30 minute break. If you attend a general group course in the morning there will be a break from 11:00 to 11:15 am which our students can spend in our café, **Waycup**. It has a relaxing atmosphere and is on the ground floor, so there's no worry about having to race back to class. In other words your break is a real break. We offer tasty food, and great tea and coffee. In summer, you can sit outside the café and enjoy the sun. In the area you will find plenty of different restaurants and snack places to enjoy.



### Certificates and exams

Certificate of Attendance: this certificate is free and certifies the course length, type and level. Everyone is given this at the end of a course. In addition to this certificate inlingua can offer the following examinations which are done regularly throughout the year:

TELC Deutsch B1 (European Language Certificate)

TELC Deutsch B2 (European Language Certificate)

TestDaF-examination

Enquire in the office for more information or to register.

We also offer preparatory classes for the examinations, including TestDaF. TestDaF is of particular importance for university applicants as a high pass is required to gain admittance. All inlingua issued certificates have a good reputation and are widely recognised in administrative and commercial circles, as many examinations fulfill all requirements set by official examiningbodies, without reproof.

# Accommodation

Basically there are 2 types of accommodation:

1. Accommodation in Berlin households, differing in the type of board offered: homestay & half board, homestay & breakfast, homestay & self catering. With every single one of these three accommodation types the hosts are regular Berliners, who take in guests not for commercial reasons (even though they do get paid), but far more because they are interested in other cultures.
2. Youth hostel and Hotel, we offer both and work with hostels and hotels close to school. Prices and availability upon request.

We are happy do all the bookings for you.

## What to bring

inlingua provides all teaching materials, and at all places of accommodation the hosts provides bed sheets and towels. All students should bring with them is:

- Clothing according to the season. Berlin has a continental climate with cold winters and hot summers, current temperatures can be found online at: <http://de.weather.yahoo.com> or the link on our website.

## Flights and transfers

Arrival days are Sundays, departure days Saturdays. Please try to arrange flights accordingly so as to avoid extra charges for extra nights. "Transfer" means that you will be met at the airport/station and "transferred" to your accommodation – please note that transfer can be by taxi, public transport as well as by private car (many Berliners do not have a car as the public transport system is very good). In all cases you will be met at the gate with an inlingua sign. For delays in flight schedule please call our Emergency number: +49 175 5851875 so we can inform the person meeting you.

If you don't need a transfer you can find instructions on getting to the city center on the airport website. <http://www.berlin-airport.de/de/index.php>

## Guidelines for living in Berlin households when using homestay

Please consider that you are a guest in a foreign household and have to respect the rules of your host. It is important that you communicate with your host in order to make the best out of your stay.

- **Keys:** You will receive a key so that you are independent, but should take good care of the key. In the case of loss you are responsible for compensation and for any damages that may follow.
- **Coming and going:** You are free to come and go as you like, but should respect your host's daily routine (i.e. not slamming doors late at night etc.).
- **Inviting friends:** Some hosts don't mind if their guests invite friends to come over for a coffee or something, others however do – to be on the safe side, you should not invite friends into your host's house without getting their host's permission beforehand.
- **Use of kitchen:** the accommodation home stay with self catering includes the right to use the kitchen: food however you have to buy yourself.
- **Telephone:** You should not use the host's phone without the host's explicitly allowing this, and should also ask if receiving calls on your host's phone is acceptable. We recommend that you bring your mobile or get a phone card to use public phones.
- **Washing:** you should not use your host's washing machine before getting your host's permission to do so. If the host doesn't agree, there are lots of laundries all over the city: we will gladly help.

We recommend everyone who stays in a Berlin household to have liability insurance as you are responsible for compensation for any damages. You can book an insurance package with us if you wish.



## Leisure time and excursions

Throughout the year our team organizes frequent and varied activities and excursions, with a minimum of 3 half-day activities and 1 full-day excursion every week plus a minimum of 2 excursions to other cities such as Hamburg, Potsdam, Leipzig or Dresden once a month. During the summer time we offer 5 half-day excursions and 1 full-day trip every weekend. We hope to show you the best of Berlin from both the native and tourist perspective so you can experience the full vitality and diversity on offer. You can find the current programme online on our webpage [www.germancoursesberlin.com](http://www.germancoursesberlin.com) under the category activities. To sign up or to find out more please approach one of our staff.

The after class activities with a inlingua guide accompanying students are included in tuition prices; not included however are entrance fees (sometimes with reductions in connection with the inlingua student ID) and public transport.

### This is how a week may look like

Monday	<b>Monday Happy Hour Evening</b> Get-together with inlingua staff in our café, for all continuing and recently arrived students
Tuesday <i>Activity with an inlingua guide</i>	<b>City walk to Scheunenviertel</b> The district around the New Synagogue in Oranienburger Strasse is famous as a centre of Jewish life and recently has developed into one of Berlin's most fashionable districts with a very young and artistic crowd.
Wednesday <i>Suggestion</i>	<b>Boat trip on River Spree</b> Berlin is full of rivers and canals, and most of the historical monuments in the old city centre such as the Pergamon Museum, Cathedral and Tiergarten can be reached by boat.
Friday <i>Activity with an inlingua guide</i>	<b>Checkpoint Charlie</b> The Museum Haus am Checkpoint Charlie is a museum like no other. Here you can discover objects used to escape over, under, and through the Berlin Wall, and read the stories of those escapees who risked their lives to win their freedom.
Saturday	Free day for activities on your own
Sunday <i>Suggestion or Activity</i>	or a full-day guided excursion to Lake Wannsee, Potsdam or Sachsenhausen. Possibly a longer excursion to Hamburg, Prague or Dresden.



For the current week, please have a look at our website:

[http://www.germancoursesberlin.com/index.php?id=gcb\\_aktuelle-ausflug](http://www.germancoursesberlin.com/index.php?id=gcb_aktuelle-ausflug)

# Just some of the places of interest in Berlin

## Gendarmenmarkt

Not one minute from the school is the Gendarmenmarkt. Arguably Berlin's most magnificent square. It is best known for the architectural trio composed of the German and French cathedrals (Deutscher und Französischer Dom) and Schinkel's Konzerthaus (concert hall) which together form one of the most stunning ensembles in Berlin. The 'domes' refer to the domed tower structures erected in 1785 by architect Carl von Gontard were mainly intended to add stature and grandeur to the two buildings.

<https://www.berlin.de/orte/sehenswuerdigkeiten/gendarmenmarkt/index.en.php>

## Berliner Dom

The Berliner Dom (Berlin Cathedral), completed in 1905, is Berlin's largest and most important Protestant church as well as the sepulchre of the Prussian Hohenzollern dynasty.

<https://www.berlin.de/orte/sehenswuerdigkeiten/berliner-dom/index.en.php>

## Brandenburger Tor

The Brandenburg Gate is one of Berlin's most important monuments – a landmark and symbol all in one with over two hundred years of history.

<https://www.berlin.de/orte/sehenswuerdigkeiten/brandenburger-tor/index.en.php>

## Checkpoint Charlie

Checkpoint Charlie, along with Glienicke Brücke (Glienicke Bridge) was the best known border-crossing of Cold War days.

<https://www.berlin.de/orte/sehenswuerdigkeiten/checkpoint-charlie/index.en.php>

## East Side Gallery

The East Side Gallery is a 1.3 km-long painted stretch of the former Berlin Wall along the Mühlenstrasse in former East Berlin. It is the largest open-air gallery in the world with over one hundred original mural paintings.

<https://www.berlin.de/orte/sehenswuerdigkeiten/east-side-gallery/index.en.php>

## Hackesche Höfe

Berlin's Hackesche Höfe (Hof means courtyard) – just off S-Bahn Station Hackescher Markt, is a heritage site consisting of eight communicating, restored rear courtyards accessible through Rosenthalerstrasse 40's main arched entrance.

<https://www.berlin.de/orte/sehenswuerdigkeiten/hackesche-hoefe/index.en.php>



## Holocaust Memorial

Berlin's Holocaust Memorial, located in Mitte on a stretch of the former "death strip", where the Wall once stood near the Brandenburg Gate, is Berlin's stunning monument to the Holocaust, dedicated to the Jewish victims of the Nazi genocide of World War II.

<https://www.berlin.de/orte/sehenswuerdigkeiten/holocaust-mahnmal/index.en.php>

## Jüdisches Museum

A timeless monument to Jewish history and life in Germany, Daniel Libeskind's Berlin Juedisches Museum is one of the world's undisputed museums and architectural gems.

<https://www.berlin.de/orte/sehenswuerdigkeiten/juedisches-museum/index.en.php>

## Museumsinsel

Berlin's Museumsinsel (Museum Island) is a unique ensemble of five museums, including the Pergamon Museum - built on the small island in Berlin's Spree River between 1824 and 1930.

<https://www.berlin.de/orte/sehenswuerdigkeiten/museumsinsel/index.en.php>

## Reichstag

Following German reunification on October 3, 1990 the Bundestag (German Federal Parliament) decided, one year later, to reinstate the Reichstag as the seat of Parliament in Berlin, the restored capital of reunited Germany.

<https://www.berlin.de/orte/sehenswuerdigkeiten/reichstag/index.en.php>

## Tiergarten

Tiergarten in Berlin refers to the parliamentary, government and diplomatic district as well as to Berlin's largest and most popular inner-city park.

<https://www.berlin.de/orte/sehenswuerdigkeiten/tiergarten/index.en.php>

## ...and the surroundings

### Potsdam

Potsdam is undoubtedly one of Germany's most beautiful cities. Nestled in a charming cultural landscape dotted with palaces and historic gardens, which have been on the UNESCO's World Cultural Heritage list since 1990, turn the capital of the Federal State of Brandenburg into a great travel destination, suiting all sorts of interests and demands.

<http://en.wikipedia.org/wiki/Potsdam>

### Schloss Sanssouci - Sanssouci Palace

The Sanssouci palace was the summer residence of Frederick the Great. Georg Wenzeslaus von Knobelsdorff built it above the terraced vineyard from 1745 to 1747 following the King's ideas and sketches. The palace is considered the major work of Rococo architecture in Germany. Paintings by Watteau, Panini and Pesne are on exhibit in the picture gallery.

<http://en.wikipedia.org/wiki/Sanssouci>



## Useful information

### Public transport

Berlin has a fantastic public transport network with Bus, Subway (U-Bahn), City trains (S-Bahn) and Trams (Straßenbahn). Within the city circle most trains and subway commute every 5 minutes. Here are the 2 best options for your stay:

Weekly ticket, zone A,B: € 28,80  
Monthly ticket, zone A,B: € 78,00

inlingua is located in zone A at subway station "Stadtmitte". You can reach us with subways U6 and U2.

For more information have a look here: [www.bvg.de](http://www.bvg.de)



### Emergency contacts

Police: 110  
Fire Fighters: 112  
Ambulance: 112

### 24 hour Medical Assistance

Nationwide: 116 117 free of charge  
Berlin: +49 30 310031

### Doctors close to inlingua

#### ENT Doctor (HNO)

Dr. med. Petra Hoppe  
Im Ärztehaus, 2. Etage  
Mohrenstraße 6  
10117 Berlin-Mitte  
Telefon: 030 20074876

#### Dentist (Zahnarzt)

Dr. dent. A. Frey  
Im Ärztehaus,  
Mohrenstraße 6  
10117 Berlin-Mitte  
Telefon: 030 20647755

#### GP (Allgemeinarzt)

Dr. med. Thomas Raile  
Im Ärztehaus,  
Mohrenstraße 6  
10117 Berlin-Mitte  
Telefon: 030 20299754

#### Eye Specialist (Augenarzt)

Dr. med. M. Jahnke  
Im Ärztehaus,  
Mohrenstraße 6  
10117 Berlin-Mitte  
Telefon: 030 20458283

### Pharmacies close to inlingua

Apotheke Quartier 205  
Friedrichstr. 68  
10117 Berlin

Bären Apotheke  
Friedrichstr. 60  
10117 Berlin



## Taxi Services

You can call for a cab using the following numbers:

+49 30 261026 Funk Taxi Berlin

+49 30 210101 Würfelfunk

The closest taxi station to the school is on Charlottenstraße. In all taxis the fee is visible on the taximeter however a surcharge of € 1.00 may apply if you have bulky luggage.



## General opening hours

Supermarkets:  
Monday to Saturday  
7:00 am to 9:00 pm  
some until 11:00 pm

Shopping centers:  
Monday to Saturday  
10:00 am to 9:00 pm

You will find lots of little stores around Berlin who sell a little variety of groceries 24 hours Monday to Friday. They are called "Spätkauf" and are mostly in areas with lots of bars and cafes.

## Banks close to inlingua

Postbank AG  
Friedrichstr 69  
10117 Berlin-Mitte

Commerzbank  
Friedrichstraße 62  
10117 Berlin-Mitte

Deutsche Bank  
Friedrichstraße 181  
10117 Berlin-Mitte

Sparkasse  
Friedrichstraße 193  
10117 Berlin-Mitte

## Post Office close to inlingua

Friedrichstr. 69  
Mitte  
10117 Berlin  
Monday-Friday  
9:30 am to 7:00 pm  
Saturday  
9:30 am to 2:00 pm

## Tourist Information

Service Center:  
+49 30 25002333  
Official website:  
[www.visitberlin.de](http://www.visitberlin.de)

Tourist Information Airport Tegel  
Terminal A / Gate 2  
13405 Berlin  
daily 6:00 am to 9:00 pm

Tourist Information at  
the main train station  
opposite the DB Information  
daily 8:00 am to 10:00 pm

Tourist Information at  
the airport Schönefeld  
Terminal A  
Mainhall, ground floor, right hand  
12521 Berlin  
daily 7:00 am to 10:00 pm

## Gyms close to inlingua

Holmes Place am  
Gendarmenmarkt  
Friedrichstr. 68  
10117 Berlin

Fitness First  
Jägerstraße 27  
10117 Berlin

Berlin offers an unlimited choice for after school activities. If you would like some advice on what to do all our staff will be happy to help you.

We look forward to welcoming you to inlingua Berlin.

Enjoy your stay with us!  
inlingua Berlin



**Course location:**

inlingua Berlin, Kronenstraße 55-58, 10117 Berlin

**Subway station:**

STADTMITTE on the U6 and U2 lines



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Kronenstraße 55-58  
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