

Dear user,

Welcome to this online course in Danish for local staff at Danish Missions. We hope that you will enjoy these lessons and quickly begin to use what you've learnt in communicating with your colleagues.

In these lessons, you will be guided through a number of activities and exercises. However, we recommend that you read this brief introduction before you start the course.

1. The lessons

Each lesson tackles a particular situation that you may encounter at work. The **Main Dialogue** represents a situation where two or three people interact. The scenes represent everyday activities such as answering the phone, chatting to colleagues over a cup of coffee, meeting with the ambassador, etc.

In addition to the main dialogue, you will find a section on **Speaking Practice**. This section contains a list of phrases that you can use in real conversations with your Danish colleagues.

In the **Pronunciation** section, you will find guidance on Danish pronunciation and you can listen to examples that illustrate the rules presented. The examples are followed by **Pronunciation Exercises** where you can work on the Danish sounds and intonation on your own.

In the **Grammar** part, we describe essential grammar. This will give you an understanding of the structure of the Danish language.

The **Exercises** test your understanding of both the dialogues and the grammar presented in the lesson.

Finally, in the last section, **Dealing with Danes**, you can read about aspects of Danish culture and social codes that may be useful to you in your everyday interaction with your Danish colleagues. This text is in English and is not integrated into the language training.

2. How to work with the course

Each lesson represents eight to ten hours of work. It is important to spend sufficient time on each of the lessons and not continue to the next step until you have thoroughly worked through and practised the previous part.

We advise you to spread out the work as much as possible. It is better to work on the lessons 45 minutes a day for ten days than for eight hours on a single day. By working on a limited portion each day, you will find it easier to remember the different elements and experience a more lasting and satisfactory learning process.

Repeat and go through the various parts of each lesson as many times as you like. We also recommend that you return to parts that you have already worked on and do them

again. Every time you return to work on a particular lesson, you should spend the first ten to 15 minutes by repeating the main dialogue or the last activity that you did.

Repetition and time are the key elements in learning a new language.

3. How to work through the lessons

In the following, you will find our suggestions on how you can approach these lessons.

1. Begin with the **Main Dialogue**. Listen to the full dialogue with Danish or English subtitles several times until you are able to follow it and understand the main content of the text. In the next phase, you can listen to each of the lines separately with or without the supporting translation. Finally, you should listen to the full dialogue without the Danish text or the translation in order to test your listening comprehension. The aim is that you understand 60 to 80 per cent of the dialogue.

2. Afterwards you should go to the **Speaking Practice**. There you will find standard phrases that you can use in real conversations. The phrases follow up on the theme in the **Main Dialogue** and are either short dialogues or one question with a list of different answers that you can use to respond to the questions. Click on each of the phrases and repeat them until you know them by heart.

From each of the sections in the **Speaking Practice**, you can go directly to the exercises and practise the questions linked to the phrases you have just worked on. You may also wait and do the exercises for the whole lesson at the end.

3. When you have learned the **Speaking Practice** phrases, you may continue with the **Pronunciation**. There, you will find both descriptions of the basic pronunciation rules as well as examples that illustrate these rules.

The object of the **Pronunciation** part is to enable you to familiarise yourself with the sounds of the Danish language and practise your own pronunciation. To open your ears and make you aware of how to pronounce the words. We don't advise you to learn the descriptions of the pronunciation rules and the relation between writing and pronunciation by heart. These descriptions aim solely at giving you an understanding of the system behind the seemingly chaotic Danish pronunciation.

4. After that, you should continue with the **Grammar** where you can read about the basic grammatical rules.

5. From there, you should go to the **Exercises** where you can work on different types of exercises: questions and answers, word order, listening and grammar exercises. You are free to choose the type of exercise that you prefer and do not have to finish one exercise before moving on to the next.

You can, of course, at any time go back and repeat one of the parts that you have already worked on to see how much of it you remember.

6. You can read the part **Dealing with Danes** at any time you like. We hope that you will find the themes both relevant and interesting and that you will have a chance to discuss them with your Danish colleagues.

4. Further study

The grammar in the twelve lessons should be perceived as an overview of the basics of Danish grammar. Once you have finished the course – or during your work with the lessons – you may want to read more deeply about grammar and expand your knowledge even more.

Here are some online resources where you can get further insight into Danish grammar:

http://vfs.dansk.nu/en/1_0.asp

An online Danish grammar in several languages with exercises.

http://en.wikipedia.org/wiki/Danish_grammar

Danish grammar on Wikipedia.

<http://netdansk.asb.dk/default.htm>

A free online Danish course with grammar exercises.