



Language Course Offer SAP (Swiss) AG

Language training with
Dialogica Language School
by English Gallery GmbH

Successful communication.

Language courses for companies, small groups and individuals
tailor-made - professional - purposeful
In Switzerland

Dialogica Sprachschulen by English Gallery GmbH,
Schönburgstrasse 48, CH-3013 Bern
Telefon 031 332 65 75, info@dialogica.ch / www.dialogica.ch

SAP Language Courses

Dear Ladies and Gentlemen

As this turbulent and challenging year draws to a close, I would like to thank you for your loyalty and the good cooperation. I would like to invite you to make use of our services again in the coming year.

For your information

The [English Gallery GmbH](#) was able to take over the [Dialogica](#) brand, so that we can now offer our language courses under this name.

[Dialogica](#) symbolises dialogue, the flow of words in a conversation. This fits our vision, because we connect people with language across language barriers.

We will therefore continue to offer professional courses in the **business languages German, English and French**, as well as other languages on request. The courses usually take place in Regensdorf, Biel, Lausanne as well as at other locations, and for Corona-related reasons of course also over the Internet via Skype, Zoom or a similar application.

Our language courses are geared to business situations. The teacher agrees the learning material with the course participants at the beginning. The achievement of objectives is regularly and jointly reviewed and, if desired, adapted to current needs.

The course days and times are determined in consultation with the participants (individuals or groups) and, if possible, lessons are held over lunch or at off-peak times.

Course offer - now also with e-learning and blended learning for German and Spanish

In addition to our tried and tested face-to-face language courses, we also offer language courses for [English](#), [French](#) and, from 2021, [German](#) and [Spanish](#) in a blended learning system.

Test e-learning free of charge and without obligation



[French](#)



[German](#)



[English](#)



[Spanish](#)

Classroom teaching combined with e-learning

In addition to face-to-face tuition, you benefit from a personalised English, French or German online course of approximately 15 minutes of learning time per day. You can shorten the learning time to 5 or 10 minutes or extend it to 20 or 25 minutes according to your wishes. The course adapts to your language skills and interests. In this way, you make progress where you want and need it. Discover new episodes every day and increase your language skills gradually and sustainably in addition on your computer, tablet or smartphone.

Wählen Sie die Methode aus, die für Sie optimal passt:

| | |
|---|--|
| face-to-face lessons face-to-face and or via Skype, etc. | A teacher will work with you and any other course participants on the course content using various learning media such as course books and the Internet. Preparation and follow-up of the course material (approx. 1 hour per unit or more) is ideal to help you achieve your desired goals. If there are several course participants, the lessons will be longer. |
| E-learning with daily learning units in French , German , English , Spanish | <ol style="list-style-type: none"> 1. Receive a personalised language lesson every morning with texts, videos and audios. 2. Receive a personalised correction with further explanations afterwards. 3. The English lessons adapt to your individual language skills and interests. 4. Follow the continuous improvement of your language level and receive a certificate at the end of the course showing the level you have reached. |
| Blended learning in the languages French , German , English , Spanish | Classroom teaching combined with e-learning Your teacher receives a weekly summary of your e-learning language course and can thus optimally tailor the course to you and your questions. |

Prices

The prices remain unchanged. The amount of CHF 2,500 for the language coaching is considered a cost ceiling and, according to our information, corresponds to the SAP contribution to the annual language training measures. Depending on how many people participate, the course will last more or less time. The amount includes course material and any expenses. Our courses are exempt from VAT.

If you obtain the approval of your supervisor and the responsible member of the management team, SAP will cover the course costs within a maximum of CHF 2,500.- per person and year.

Procedure: You create a PO on your cost centre via SRM - Shop - HR Related Services - Organisation & Talent Development - Language Training on the basis of a course offer. As soon as we have the PO number, we organise the course for you.

If you have any questions, please do not hesitate to contact me. Please do not hesitate to contact me. You can reach me via

Phone: 079 743 50 01 or email: thomas.feldmann@dialogica.ch.

Best regards,



SAP Language Courses - Course offers

We offer language courses in English, French and German, as well as other languages on request.

The courses take place in Regensburg, Biel, Lausanne and other locations as well as via Skype etc.

Face-to-face training French, German and English

| Participants | 1 PS | 2 PS | from 3 PS |
|---------------------------------------|----------------------|------------------------|---------------------|
| face-to-face learning | 18-20 units à 60 Min | 28 - 30 units à 60 Min | 30 units 90 Min |
| face-to-face learning total | 18 - 20 h | 28 - 30 h | 45 h |
| Preparation and follow-up | 18 - 20 h | 28 - 30 h | 45 h |
| Optional E-Learning | as much as you wish | as much as you wish | as much as you wish |
| Total learning hours (approx.) | 40 h | 60 h | 90 h |

Blended Learning: Ideally combine face-to-face lessons with e-learning

| English | 1PS | 2PS | from 3 PS |
|----------------------------------|-----------------|------------------|------------------|
| face-to-face learning | 15 UE x 60 Min | 25 UE x 60 Min | 28 UE x 90 Min |
| Total face-to-face learning | 15 h | 25 h | 42 h |
| Preparation and follow-up | 15 h | 25 h | 42 h |
| E-Learning approx. 15 min. daily | 240 Lessons | 240 Lessons | 240 Lessons |
| E-Learning total | approx. 60 h | approx. 60 h | approx. 60 h |
| Total learning hours | ca. 90 h | ca. 110 h | ca. 144 h |

Blended Learning: Ideally combine face-to-face lessons with e-learning

| German, French | 1PS | 2PS | from 3 PS |
|----------------------------------|-----------------|------------------|------------------|
| face-to-face learning | 14 UE x 60 Min | 23 UE x 60 Min | 24 UE x 90 Min |
| Total face-to-face learning | 14 h | 23 h | 36 h |
| Preparation and follow-up | 14 h | 23 h | 36 h |
| E-Learning approx. 15 min. daily | 240 Lessons | 240 Lessons | 240 Lessons |
| E-Learning total | approx. 60 h | approx. 60 h | approx. 60 h |
| Total learning hours | ca. 88 h | ca. 104 h | ca. 132 h |

E-Learning (costs between chf 450 - 700.-)

| E-Learning Premium | 6 month | 12 month | 24 month |
|----------------------------------|------------------|------------------|-------------------|
| E-Learning approx. 15 min. daily | 120 Lessons | 240 Lessons | 240 Lessons |
| Costs English | 288.- | 396.- | 648.- |
| Costs French | 432.- | 594.- | 972.- |
| Total learning hours | 20 - 40 h | 40 - 80 h | 80 - 160 h |

| | | | |
|----------------------------------|------------------|------------------|-------------------|
| E-Learning approx. 15 min. daily | 96 Lessons | 192 Lessons | 388 Lessons |
| Costs German, Spanish | 348.- | 478.- | 779.- |
| Total learning hours | 16 - 32 h | 32 - 64 h | 64 - 128 h |



SAP (Schweiz) AG
Leugenestrasse 6
2500 Biel/Bienne 6

Dialogica Sprachschule
by English Gallery GmbH
Schönburgstrasse 48
3013 Bern

Angebot AN-220022

SAP firmeninternes Sprachcoaching

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|-------------|------------|----------------------|-----------------|
| Datum: | 11.11.2022 | Ihr Ansprechpartner: | Feldmann Thomas |
| Gültig bis: | 31.12.2022 | Kundennummer: | 005301 |

Dear Sir or Madam Thank you for your enquiry.
We would be pleased to submit the following offer:

| Pos. | Beschreibung | Menge | Einzelpreis | Preis in CHF |
|------------------------------------|--|---------------|-------------|-----------------|
| 1 | SAP Language Courses The amount for language coaching reflects a maximum cost ceiling and, according to our information, corresponds to the SAP contribution to the annual language training measures. The amount includes the services listed on the course offer. It is understood to be an all-inclusive package, i.e. including teaching units and course materials. Our language courses are exempt from VAT. | 1.00 pauschal | 2'500.00 | 2'500.00 |
| Betrag (von Steuer befreit) | | | | 2'500.00 |

We hope our offer meets your expectations and will be happy to answer any questions you may have.

Kind regards
Thomas Feldmann