Contents at a Glance

Introduction	1
Book 1: Getting Started with German	7
Chapter 1: Warming Up to German Basics	
Chapter 2: Handling Numbers, Times, Dates, and Measurements	
Chapter 3: Meeting and Greeting: Guten Tag!	
Chapter 4: Talking about Home, Family, Friends, and Daily Life	
Chapter 5: Talking Telecommunications, Business, and Current Events	
Chapter 6: Shopping Simplified	
Chapter 7: Dining Out and Buying Food: Guten Appetit!	
Book 11: Speaking German on the Go	165
Chapter 1: Locating Places	
Chapter 2: Going Out on the Town	
Chapter 3: Planning a Pleasure Trip: Gute Reise!	
Chapter 4: Finding a Place to Stay: Gute Nacht!	
Chapter 5: Getting Around	
Chapter 6: Handling Emergencies: Hilfe!	263
Book 111: Assembling the Grammatical Foundations	201
for Communication	281
Chapter 1: Laying Out the Basics to Build Sentences	283
Chapter 2: Sorting Out Word Gender and Case	307
Chapter 3: Dealing with the Here and Now: The Present Tense	331
Chapter 4: Asking and Answering Questions	353
Chapter 5: Describing and Comparing with Adjectives and Adverbs	379
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries	411
Chapter 7: Instructing and Commanding: The Imperative Mood	429
Chapter 8: Sorting Out Separable- and Inseparable-Prefix Verbs	445

Book IV: Building Detail and Precision	• -
in Your Communication 46	53
Chapter 1: Tying Ideas Together with Conjunctions and Relative Pronouns	465
Chapter 2: Specifying Relationships with Prepositions	479
Chapter 3: Using Reflexives and Other Verb Combinations	493
Chapter 4: Conversing about the Past: The Present Perfect and Past Perfect	507
Chapter 5: Narrating the (Simple) Past: Fact and Fiction	525
Chapter 6: Looking to the Future (And Avoiding It)	537
Chapter 7: Describing Your Mood: Summing Up the Subjunctive	549
Book V: The Appendixes 50	63
Appendix A: Verb Tables and Case Charts	565
Appendix B: German-English Mini-Dictionary	
Appendix C: English-German Mini-Dictionary	599
Appendix D: Fun & Games	611
Appendix E: About the CD	655
Index 65	59

Table of Contents

Introduction	. 1
About This Book	1
Conventions Used in This Book	
Foolish Assumptions	
How This Book Is Organized	
Book I: Getting Started with German	4
Book II: Speaking German on the Go	4
Book III: Assembling the Grammatical Foundations	
for Communication	5
Book IV: Building Detail and Precision in Your Communication	
Book V: The Appendixes	5
Icons Used in This Book	
Where to Go from Here	6
Book 1: Getting Started with German	. 7
·	
Chapter 1: Warming Up to German Basics	
Starting with What You Already Know	9
Friendly allies: Kindergarten and more (perfect cognates)	
Kissing cousins (near cognates)	
False friends	
Lenders and borrowers	
Using Popular Expressions	19 21
Handling Basic Pronunciation Understanding stress in German	
Constructing the alphabet blocks	
Pronouncing vowels	23
Pronouncing ä, ö, and ü	24
Pronouncing diphthongs	25
Pronouncing consonants	
Pronouncing consonant combinations	28
Chapter 2: Handling Numbers, Times, Dates, and Measurements .	31
Doing the Numbers	32
Counting off with cardinal numbers	32
Getting in line with ordinal numbers	
Telling Time	
Using the 12-hour clock	
Using the 24-hour system	
Describing times of the day	40

Expressing Dates	41
Recounting the days	41
Knowing the names of the months and seasons	42
Writing dates the European way	44
Referring to specific dates	45
Naming specific times in the months	46
Celebrating holidays	
Measurements, Quantities, and Weights	49
Chapter 3: Meeting and Greeting: Guten Tag!	53
Getting Formal or Informal	53
Saying "Hello," "Goodbye," and "How Are You?"	54
Saying "Guten Tag" and "Auf Wiedersehen"	54
Asking "Wie geht es Ihnen?"	56
Giving a response to "Wie geht es Ihnen?"	
Introducing Yourself and Your Friends	59
Introducing your friends	
Making introductions for special occasions	
Introducing yourself	61
Talking about Yourself	
Describing your work	63
Providing names and numbers	
Discussing Cities, Countries, and Nationalities	
Saying where you come from	67
Asking people where they come from	68
Discovering nationalities	
Chatting about languages you speak	
Making Small Talk about the Weather	
Noting what it's like out there	
Discussing the temperature	
Describing the day's weather	75
Chapter 4: Talking about Home, Family, Friends, and Daily Life.	77
Describing Where You Live	
Looking at your living quarters: Mein Haus	78
Naming furnishings and appliances	
Talking about Family	
Naming your relatives	
Family pets	
Discussing Friends, Acquaintances, and Neighbors	87
Spending Time at Your Home or Someone Else's	88
Daily routine	88
Das Wochenende: The weekend	
Doing and saying the right thing	
Playing Sports	93
Playing around with the verb "spielen"	
Verbalizing sports you enjoy	
Inviting someone to play	94

Chapter 5: Talking Telecommunications, Business,	
and Current Events	97
Making a Phone Call	
Asking for your party	
Making the connection	
Making appointments	
Leaving messages	
Writing Your Message	
Beginning and ending a letter	
Sending mail the old-fashioned way	
E-mailing and faxing	
Settling In at the Office	
Organizing your desk and supplies	
Interacting with coworkers	
Doing business in German	
Tuning In to Current Events	
Newspapers and magazines	
Television, radio, and the web	
relevision, radio, and the web	
Chapter 6: Shopping Simplified	119
Getting Familiar with the German Shopping Experience	
Identifying types of shops	
Determining a store's hours	
Finding your way around a department store	
Browsing and responding to "Kann ich Ihnen helfen?"	
Getting assistance	
Shopping for Clothes	
Characterizing various clothing items	
Knowing your size	
Trying on clothes	
Making Your Purchase	133
Preparing to pay for your items	
Getting a tax refund on your purchases	
Chapter 7: Dining Out and Buying Food: Guten Appetit!	127
Talking about Eating and DrinkingSaying you're hungry and thirsty: Hast du Hunger?	138
Hast du Durst?	120
Talking about meals: Guten Appetit!	
Setting the table	
Deciding where to eat	
Making reservations	
Arriving and being seated	
Checking Out the Menu: Die Speisekarte	
Looking at breakfast, lunch, and dinner items	
Understanding cooking terms	
Quenching your thirst	
Quoneming Jour timot	

Placing Your Order	152
Ordering politely	
Asking for assistance	
Ordering something special	
Finishing Your Meal and Getting the Check	
Replying to "How did you like the food?"	
"Hat es Ihnen geschmeckt?"	156
Asking for the check	
Shopping for Food	
Knowing where to shop	
Finding what you need	160
Book 11: Speaking German on the Go	. 165
Chapter 1: Locating Places	167
Getting Yourself Oriented	167
Finding out where something is	
Asking how far something is: lst es weit von hier?	170
Getting more specific directions	
Asking How to Get from One Place to Another	171
Asking how to get to a location	
Asking how to get to a city or country	173
Asking how to get to a specific building	
Describing Where Something Is Located	
Locating one place in relation to another	175
Going left, right, straight ahead: Links, rechts, geradeaus	
Using compass points	
Understanding Where to Go	
Pointing out the first, second, or third street	
Following directions: Take this street	
Traveling by Car — das Auto — or Other Vehicle	
Chapter 2: Going Out on the Town	185
Taking in the Sights	185
Deciding what to see	186
Taking a sightseeing tour	187
Making plans	188
Heading to the Movies	
Going to the show	189
Buying tickets	190
Going to the Museum	
Discovering different types of museums	
Talking about museums	193
Attending Cultural Performances	195
Deciding where to go	
Going to a concert	197

How Was It? Talking about Entertainment	
Asking about the entertainment	
Telling people what you think	
Going to a Party	
Getting an invitation	201
Talking about the party	202
Chapter 3: Planning a Pleasure Trip: Gute Reise!	203
Getting Ready for Your Trip	
Finding travel information online	
Getting help from a travel agent	
Packing your bags	
Exploring the Outdoors	
Getting out and going	
Things to see along the way	
Going to the mountains	
Going to the country	
Going to the sea	
Dealing with Passports and Visas	
Keeping tabs on your passport	
Inquiring about visas	
Handling Money	
Changing currency: Geldwechsel	
Understanding the euro and other currencies	
Heading to the ATM	443
Chapter 4: Finding a Place to Stay: Gute Nacht!	
Finding Accommodations	227
Making a Reservation	
Saying when and how long you want to stay	
Specifying the kind of room you want	
Asking about the price	
Finalizing the reservation	
Checking In	
Stating how long you're staying	
Filling out the registration form	
Getting keyed in	
Asking about amenities and essentials	235
Making the Most of Your Stay	
Making special requests	
Pointing out problems	
Checking Out and Paying the Bill	
Asking for the bill	
Asking small favors	

Chapter 5: Getting Around	
Going through the Airport	243
Getting your ticket and checking in	
Going through passport control	
Going through customs	
Traveling by Car	
Renting a car	249
Making sense of road maps	251
Understanding and observing road signs	2 5 2
Identifying parts of a car	253
Taking the Train	255
Interpreting train schedules	255
Getting more information	
Buying train tickets	257
Navigating Buses, Subways, Streetcars, and Taxis	259
Purchasing a ticket`	259
Boarding the bus, subway, or streetcar	260
Getting a taxi	
Chapter 6: Handling Emergencies: Hilfe!	263
Requesting Help	
Shouting for help	263
Reporting a problem	264
Asking for English-speaking help	
Handling Health Issues	
Describing what ails you	
Talking about any special conditions	267
Getting an examination	267
Specifying parts of the body	269
Understanding the diagnosis	
Getting treatment	
Going to a pharmacy	273
Handling Police Matters	276
Describing what was stolen	276
Giving a description of the thief	
Getting legal help	
Book 111: Assembling the Grammatical Foundation	
for Communication	281
Chapter 1: Laying Out the Basics to Build Sentences	283
Identifying the Parts of Speech	
Nouns	
Pronouns	
Articles	

Adjectives	289
Verbs	
Adverbs	
Conjunctions	291
Prepositions	292
Understanding Grammar Terms	
Conjugating verbs and understanding tenses	
Familiarizing yourself with gender, number, and case	294
Grammar terms that describe words, parts of words,	
and word groupings	
Understanding Word Order	
Arranging words in the right order	
Putting the verb in second place	
Pushing the verb to the end	
Forming questions	
Checking Out the Tenses: Present, Past, and Future	
Looking at the present	
Talking about the past	
Writing about the past	
Talking about the future	
Finding Meaning through Context	
Using a Bilingual Dictionary	303
Making the right choice	
Performing a word search	305
. •	
Chapter 2: Sorting Out Word Gender and Case	
Chapter 2: Sorting Out Word Gender and Case	307
Chapter 2: Sorting Out Word Gender and Case	3 07
Chapter 2: Sorting Out Word Gender and Case	307308 use308
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning	307308 use308310
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals	307308 use308310
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms	307308 use308310311
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural	307308 use308310311312
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural Mastering the Art of Articles	307308 use308310311312314
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural	307308 use308310311312314315
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender	307308 use308310311312314315316316
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural Mastering the Art of Articles Identifying singular nouns with indefinite articles Knowing when not to use articles Calling All Cases: The Roles Nouns and Pronouns Play Identifying the four cases	307308 use308310311312314315316316
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural Mastering the Art of Articles Identifying singular nouns with indefinite articles Knowing when not to use articles Calling All Cases: The Roles Nouns and Pronouns Play Identifying the four cases Eyeing the similarities and differences	307308 use308310311312314315316316317318
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural Mastering the Art of Articles Identifying singular nouns with indefinite articles Knowing when not to use articles Calling All Cases: The Roles Nouns and Pronouns Play Identifying the four cases Eyeing the similarities and differences Understanding nouns with case endings	307308 use308310311312314315316316317318
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural Mastering the Art of Articles Identifying singular nouns with indefinite articles Knowing when not to use articles Calling All Cases: The Roles Nouns and Pronouns Play Identifying the four cases Eyeing the similarities and differences Understanding nouns with case endings Putting Pronouns in Place	307308 use308310311312314315316316318319321
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural Mastering the Art of Articles Identifying singular nouns with indefinite articles Knowing when not to use articles Calling All Cases: The Roles Nouns and Pronouns Play Identifying the four cases Eyeing the similarities and differences Understanding nouns with case endings Putting Pronouns in Place Getting personal with personal pronouns	307308 use308310311312314315316316317318319321
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural Mastering the Art of Articles Identifying singular nouns with indefinite articles Knowing when not to use articles Calling All Cases: The Roles Nouns and Pronouns Play Identifying the four cases Eyeing the similarities and differences Understanding nouns with case endings Putting Pronouns in Place Getting personal with personal pronouns Relating to relative pronouns	307308 use308310311312314315316316319322322
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural Mastering the Art of Articles Identifying singular nouns with indefinite articles Knowing when not to use articles Calling All Cases: The Roles Nouns and Pronouns Play Identifying the four cases Eyeing the similarities and differences Understanding nouns with case endings Putting Pronouns in Place Getting personal with personal pronouns Relating to relative pronouns Demonstrating demonstrative pronouns	307308 use308310311312314315316316319322322324
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural Mastering the Art of Articles Identifying singular nouns with indefinite articles Knowing when not to use articles Calling All Cases: The Roles Nouns and Pronouns Play Identifying the four cases Eyeing the similarities and differences Understanding nouns with case endings Putting Pronouns in Place Getting personal with personal pronouns Relating to relative pronouns Demonstrating demonstrative pronouns Discovering Dative Verbs	307308 use308310311312314315316316317318321322322322324
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural Mastering the Art of Articles Identifying singular nouns with indefinite articles Knowing when not to use articles Calling All Cases: The Roles Nouns and Pronouns Play Identifying the four cases Eyeing the similarities and differences Understanding nouns with case endings Putting Pronouns in Place Getting personal with personal pronouns Relating to relative pronouns Demonstrating demonstrative pronouns Discovering Dative Verbs Considering How Case Affects Adjectives	307308 use308310311312314315316316317318321322322324325327
Chapter 2: Sorting Out Word Gender and Case Classifying Nouns and Pronouns with Gender Identifying German genders and figuring out which one to Eyeing nouns with more than one gender and meaning Pinning Down Plurals Knowing the five plural forms Taking note of nouns that are only singular or plural Mastering the Art of Articles Identifying singular nouns with indefinite articles Knowing when not to use articles Calling All Cases: The Roles Nouns and Pronouns Play Identifying the four cases Eyeing the similarities and differences Understanding nouns with case endings Putting Pronouns in Place Getting personal with personal pronouns Relating to relative pronouns Demonstrating demonstrative pronouns Discovering Dative Verbs	307308 use308310311314315316316317318322322322324325327328

Chapter 3: Dealing with the Here and Now: The Present Tense	.331
Grasping the Specifics of Subject Pronouns	332
Assigning person and number to subject pronouns	
Distinguishing among the three forms of "you"	333
Distinguishing among "she," "they," and the formal "you"	335
Getting Your Verbs in Shape	336
Agreeing with the regulars	
Conjugating verbs with spelling changes	
Conjugating the irregulars haben and sein: To have and to be.	
Using the Very Versatile Present Tense	
Stating Information with the Passive	
Forming the passive	
Using the passive	
Recognizing the impersonal passive	351
Chapter 4: Asking and Answering Questions	.353
Knowing How to Formulate Questions	353
Inverting word order for yes/no questions	
Gathering information with question words:	
Who, what, why, and more	354
Forming indirect questions	
Checking information: Tag! You're it, aren't you?	358
Making choices: Asking what kind of ?	359
Answering with Yes	
Variations on yes	
Emphasizing yes	363
Responding with No: The Difference between Kein and Nicht	
Negating with nicht	
Negating with kein	
Avoiding blunt negative replies	368
Asking and Answering Questions with wo- and Da-	
Compound Words	
Combining question words: Compounds with wo	
Explaining yes and no answers by using da- compounds	373
Sounding Diplomatic: Using Maybe, Suggesting,	0.00
and Refusing Politely	376
Chapter 5: Describing and Comparing	
with Adjectives and Adverbs	.379
Organizing Adjectives: Opposites, Cognates, and Collocations	380
Letting opposites attract	
A family resemblance: Describing with cognates	
Putting collocations and word partnerships into action	384

Helping Adjectives Meet a Satisfying End	385
Forming endings on adjectives not preceded by	
der- or ein- words	386
Adding endings for preceded adjectives	388
Using the right endings with possessive adjectives	389
Understanding Types of Adverbs	391
Describing time with adverbs	
Using adverbs to indicate place	392
Looking at adverbs of manner and degree	393
Eyeing adverbs that describe cause	
Putting Adverbs and Adverbial Expressions in Their Proper Place	395
Comparing with Regular Adjectives and Adverbs:	
Fast, Faster, Fastest	397
Comparing two things	398
Absolutely the most! Discussing superlatives	
Considering common comparisons	400
Adding the umlaut in regular comparisons	402
Using Irregular Comparison Forms	
Comparing Equals and Nonequals	
Identifying Unique Adjective and Adverb Groups	
Adjectives that act as nouns	407
Participles that function as adjectives or adverbs	407
Adverbs that modify adjectives	409
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries	. 411
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	. 411 412
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	. 411 412 412
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	411 412 412 413
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	411 412 412 413
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 412 413 414
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 413 414 414
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 413 414 414
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 413 414 414 414 416
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 413 414 414 416 417
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 413 414 414 416 417
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 413 414 414 416 417 417
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 413 414 414 416 417 417 419 420
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 413 414 414 416 417 417 419 420 420
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 413 414 414 416 417 417 420 420 421
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 413 414 414 416 417 417 419 420 421 421
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 413 414 414 416 417 419 420 421 421 423
Chapter 6: Modifying Verbs with Helpers: The Modal Auxiliaries Grasping the Basics of Modal Verbs	.411 412 413 414 414 416 417 419 420 421 421 423 423

Should I or Shouldn't I? Sollen, the Duty Verb	425
Forming sollen	425
Using sollen	426
I Want to Be Famous: Wollen, the Intention Verb	
Forming wollen	427
Using wollen	427
Chapter 7: Instructing and Commanding: The Imperative Mood	429
Getting into the Imperative Mood	430
Grasping the three imperative forms	430
Punctuating commands	
Commanding with regular verbs	
Commanding with irregular verbs	
Grasping Formal Commands	434
Using the formal "you" form: Sie	
Obeying orders	
Understanding signs	
Reading instructions	
Using the singular "you" form: du	440
Using the plural informal "you" form: ihr	
Giving Directives Politely and Making Suggestions	
Chapter 8: Sorting Out Separable- and Inseparable-Prefix Verbs	445
Looking at the Prefix	
Parting Ways: Simplifying Separable-Prefix Verbs	
Getting the hang of separable prefixes	
Using separable-prefix verbs in the present tense	
Together Forever: Investigating Inseparable-Prefix Verbs	453
Understanding inseparable-prefix combinations	
Putting inseparable-prefix verbs into the present tense	
Double-Crossers: Dealing with Dual-Prefix Verbs	
Grasping dual-prefix verb distinctions	
Looking at dual-prefix verbs in the present tense	460
n (lu n · i i n · · · · · · · · · · · · · · ·	
Book 1V: Building Detail and Precision in Your Communication	160
in your Communication	. 403
Chapter 1: Tying Ideas Together with Conjunctions	
and Relative Pronouns	465
Conjunctions and Clauses: Reviewing the Terminology	
Connecting with Coordinating Conjunctions	468
Using coordinating conjunctions	469
Working on word order	470

Getting Support from Subordinating Conjunctions	471
Using subordinating conjunctions	
Putting words in the proper order	
Joining with Relative Pronouns	476
Knowing how to make the connection with relative pronouns	
Forming sentences with relative clauses	
Chapter 2: Specifying Relationships with Prepositions	. 479
Prepping for Prepositions with a Few Basic Guidelines	480
Grasping the importance of case	
Understanding where meaning fits in	
Accusative, Dative, and Genitive Cases:	
How the Rest of the Phrase Shapes Up	482
No finger pointing: Accusative prepositions	
Dative prepositions	
Genitive prepositions	
Tackling Two-Way Prepositions: Accusative/Dative	
Understanding Quirky Combinations	
Chapter 3: Using Reflexives and Other Verb Combinations	493
Identifying Types of Idiomatic Verb Expressions	494
In the Looking Glass: Reflecting on Reflexive Verbs	
Self-ish concerns: Meeting the reflexive pronouns	
Identifying which verbs need to be reflexive	
Combining Verbs with Prepositions	
Seeing how prepositions transform verbs	
Knowing common combos in the accusative case	
Eyeing common combos in the dative case	
Chapter 4: Conversing about the Past:	
The Present Perfect and Past Perfect	E07
Forming the Present Perfect with Haben	
Forming the present perfect with regular weak verbs	
Forming the present perfect with irregular weak verbs	
Forming the present perfect with strong verbs	
Forming the present perfect with verbs ending in -ieren	
Forming the Present Perfect with Sein	
Eyeing the Present Perfect: German versus English	
One for all: Representing three English tenses	
Opting for the German present	516
Using Modal Auxiliary Verbs in Present Perfect	
Forming modal verbs in present perfect	
Understanding word order with modal verbs	
Using Separable- and Inseparable-Prefix Verbs in Present Perfect	
Separable-prefix verbs	
Inseparable-prefix verbs	
Describing with Past Perfect	522

Chapter 5: Narrating the (Simple) Past: Fact and Fiction	525
Conjugating the Simple Past	525
Forming regular (weak) verbs in simple past	527
Forming irregular (strong) verbs in simple past	528
Forming haben and sein in simple past	531
Forming modals in simple past	532
Contrasting Tenses	534
Chapter 6: Looking to the Future (And Avoiding It)	537
The Future Is Now: Using the Present Tense Instead	538
Seeing when German present works perfectly	538
Saying when: Using future time expressions	
with the present tense	
Peering into the Future with Werden	541
Forming the future: Werden + infinitive verb	541
Using the future: Assuming, hoping,	= 40
and emphasizing intentions	543
Using the future to express probability	544
Talking about What Will Have Happened: The Future Perfect	545
Forming the future perfect	545
Using the future perfect	546
Chapter 7: Describing Your Mood: Summing Up the Subjunctive.	
Terms and Conditions: Unraveling Subjunctive Terminology	549
Getting in the mood	550
Comparing subjunctive types and the conditional	550
The Present Subjunctive II: Knowing How and When to Use It	551
Creating the present Subjunctive II with würde	552
Forming the Subjunctive II of haben, sein, and modal verbs	553
Using the present Subjunctive II	555
Forming and Using the Past Subjunctive II	55 /
Forming the past Subjunctive II	
Using the past Subjunctive II	558
Two-timing the past subjunctive: Using double infinitives	559 EGO
Subjunctive I: Using It in Indirect Discourse	560 560
Recognizing the present Subjunctive IRecognizing the past Subjunctive I	560 561
Recognizing the past Subjunctive i	301
Book V: The Appendixes	563
• •	
Appendix A: Verb Tables and Case Charts	
Verb Conjugation Basics	565
Present and simple past tenses	FCE
To	505
Present perfect tense	566
Fresent perfect tense	566 567

Conjugations of Weak Verbs	567
Regular verbs (no stem change in the simple past)	
Regular verbs (with stem ending in -d, -t, -fn, or -gn)	
Irregular weak verbs (stem change in the simple past)	
Conjugations of Strong Verbs	
Verbs with auxiliary haben	
Verbs with auxiliary sein	569
Verbs with present-tense vowel change	
in second- and third-person singular	
Conjugations of Separable-Prefix Verbs	
Conjugations of Inseparable-Prefix Verbs	
Verbs with a past participle ending in -t	
Verbs with a past participle ending in -en	
Conjugations of Auxiliary Verbs Haben, Sein, and Werden	
Conjugations of Modal Auxiliary Verbs	
Principal Parts of Strong and Irregular Weak Verbs	
Case Charts	
Articles	
Pronouns	
Adjectives	
Prepositions	583
Appendix B: German-English Mini-Dictionary	587
Appendix C: English-German Mini-Dictionary	599
· · · · · · · · · · · · · · · · · · ·	
Appendix D: Fun & Games	611
Appendix E: About the CD	655
How to Use the CD	655
Track Listing	
Customer Care	
Customer Cure	
Index	659
#*************************************	, 007