

<b>Veranstalter.....</b>	<b>Annette Deutschendorf</b>
<b>Thema.....</b>	<b>Introduction to Business English</b>
<b>Art der Veranstaltung.....</b>	<b>Wirtschaftsenglisch A [ENG-16, AA-W]</b>
<b>Veranstaltungsnummer.....</b>	<b>53-640</b>
<b>Zeit.....</b>	<b>2st., Mo 12-14</b>
<b>Raum.....</b>	<b>Phil 564</b>
<b>Beginn.....</b>	<b>04.04.2011</b>

### **Course description:**

In this seminar we are going to study a number of business situations. You are going to work on business terms we can use to describe them and the decisions involved. An additional focus is on communicating adequately in English in these situations, for example when speaking to customers on the phone, negotiating or writing memos and emails.

Students are expected to participate actively in short role plays and the discussions.



*The seminar is mainly aimed at students of "Lehramt Oberstufe Berufliche Schulen" with English as a subject and at IAA students who wish to work on their business English skills.*

*Participants from other departments with good language skills and an interest in business are welcome. You should have, for example, completed an "Englisch-Leistungskurs" with good or excellent results.*

### **Course requirements:**

- Regular attendance and active participation
- This course is credited with two credit points. Please note that there is no end-of-term exam. (Participants from other departments should check with their Prüfungsamt whether a Schein without a grade is accepted.)

Sprechstunde während der Vorlesungszeit:	Montags, 15:30 – 16:30 Uhr
Sprechstunden während der Semesterferien:	Nach Vereinbarung per e-mail