

Veranstalter	Annette Deutschendorf
Thema	Communicating effectively and professionally
Art der Veranstaltung	Wirtschaftsenglisch A [ENG-16, AA-W]
Veranstaltungsnummer	53-635
Zeit	2st. Mo 10-12
Raum	Phil 564
Beginn	7. April 2014

Course description:

The objective of this seminar is to enable you to communicate in a professional way in typical workplace situations and to expand your vocabulary. As we go along, you will also learn expressions that help you to describe and analyse typical business situations.

In the first sessions, we will start by asking what a company (or hospital, hotel etc.) needs to function properly, how it may be structured depending on the nature of its business and what the typical processes are.

We will practice writing emails and read a business plan. You can work on your speaking skills when we simulate phone calls or meetings. We will take into account aspects like structure and audience orientation that can help to make communication more effective. I will give you the opportunity to work with situations from your own professional background/interests (business or non-business) wherever possible – some initiative and research on your part is expected and required here.

You are expected to participate actively in short role plays and the discussions. Most weeks some exercises from the course book will be set as homework in preparation of the next class or as revision. In addition, you are expected to complete a small portfolio with exercises related to your professional background/interests.



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. Please note that you will not receive a grade for this course.

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, homework, portfolio

Course book:

Paul Emmerson
Business Vocabulary Builder: Intermediate to Upper-intermediate
ISBN-13: 978-3190327225, Hueber/Macmillan

Sprechstunde während der Vorlesungszeit:	Mo 16-17 Uhr, Phil 1151
Sprechstunden während der vorlesungsfreien Zeit:	Nach Vereinbarung per e-mail

