

Veranstalter	Annette Deutschendorf
Thema	Company Structure and Business Communication
Art der Veranstaltung	Wirtschaftsenglisch A [ENG-16, AA-W]
Veranstaltungsnummer	53-640
Zeit	2st. Mo 10-12
Raum	Phil 564
Beginn	17.10.2011

Course description:

In this seminar we are first going to talk about company structure: what are the departments and their jobs in a typical manufacturing company? What decisions need to be taken by the founder of a startup?

In addition, we are going to study a number of business situations. You are going to work on vocabulary we can use to describe them and discuss possible actions. An additional focus is on communicating in English in a professional context, for example when speaking to customers on the phone, negotiating or writing memos and emails. Here I'll try to give you the opportunity to incorporate your own professional background.

Students are expected to participate actively in short role plays and the discussions. Each week, some exercises from the course book will be set as homework in preparation of the next class or as a revision.



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

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 1157
Sprechstunden während der vorlesungsfreien Zeit:	Nach Vereinbarung per e-mail

