

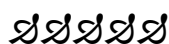
Veranstalter	Annette Deutschendorf
Thema	Communicating effectively and professionally
Art der Veranstaltung	Business English/English for other occupational purposes A [LAA 17, AA-WB]
Veranstaltungsnummer	53-635
Zeit	2st. Do 10-12
Raum	Ü 35 - 11041
Beginn	5. April 2018

Course description:

The objective of this course is to enable you to communicate in a professional way in typical office and professional situations and to expand your vocabulary. Apart from a common core focusing on work-related communication skills, the course will have an individualized portfolio component which allows you to tailor this part to your own professional specialisation/interests by working on materials relating to, for example, general business/economics, banking, health care or food science. And, from a practical point of view, the teachers among you might discover resources that they can use for their own teaching later!

In the introductory sessions, we will start by looking at different workplaces and working conditions and talk about what a company/organisation needs to function properly, how it may be structured depending on the nature of its work, what resources it relies on and what the typical processes are.

In the communication skills part we will practice writing emails and job applications. You can work on your speaking skills in role-plays simulating communications with customers/clients or meetings. To make sure we communicate effectively and sound professional, we are going to take into account aspects like communication strategies and audience orientation. 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. (If you are taking this course as part of your Wahlbereich and have little work experience, don't worry, the coursebook will provide you with a good overview of typical business activities and departments.)



The seminar is mainly aimed at students of "Lehramt Berufliche Schulen" with English as a subject and at IAA students who wish to work on their business/professional English skills. Wahlbereich and ERASMUS students: Please note that you will not receive a grade for this course – check with your Studienbüro whether your faculty accepts 'pass/fail' Wahlbereich courses.

Participants from other departments with good language skills are welcome. You should have, for example, completed "Englisch / erhöhtes Niveau" at school with good or excellent results.

Course requirements:

- Regular attendance and active participation, homework (mostly exercises from the coursebook), portfolio
- LAB students: You should have completed the Introductory English Language Module (IELS, OPS: LAA 4) before taking this course.

Coursebook:

Paul Emmerson, Business Vocabulary Builder: Intermediate to Upper-intermediate, ISBN-13: 978-3190327225, Hueber/Macmillan -> mostly for homework, which could also be done in the library, using their copies (we will cover about 25 % of the book in Business English A and B -> for teachers and anyone interested in having an excellent overview of expressions for office communication and key business topics I'd still recommend buying it)