

Veranstalter	Annette Deutschendorf
Thema	Communicating effectively and professionally
Art der Veranstaltung	Business/Vocational English A LAA17, IAA34
Veranstaltungsnummer	53-636
Zeit	2st. Di 14-16
Raum	siehe Stine
Beginn	2. April 2024

This class is mainly aimed at students in the teaching degree programme for “Lehramt Berufliche Schulen”. The overall objective is to expand your range of terminology for the ESP variety (ESP: English for specific purposes, for example for business studies, food science, health science, cosmetic science, technology etc.) you will be teaching later and to increase and apply your expert knowledge concerning documents and communication situations that you are likely to cover in your future classes at a vocational school. Thus, the content of the course will to some extent be determined by the professional specialisations of participants. To help you to expand your range of subject-specific terminology in and beyond this class, we will explore several strategies for translating and checking terminology, which you can then apply independently. We will also look at typical student errors you are likely to encounter when teaching how to write emails and make phone calls, which are required topics for many apprenticeships listed in the *Rahmenplan Fachenglisch an Berufsschulen*.

ERASMUS students: You are very welcome to attend this course. Unlike the students on the LAB teaching degree, you will most likely not have completed an apprenticeship before, but I am happy to point you to business-related materials to work on. Please note that you will **not** receive a grade for this course – it is recommended that you check in advance whether your home university accepts ‘pass/fail’ courses.

CEFR level: B2+ with a focus on expanding participants’ knowledge of ESP terminology

Course requirements:

- attendance according to the university regulations for the B.Ed., active participation, homework, giving short non-graded presentations, portfolio of business/medical/cosmetic/technical/food sciences etc. terminology
- LAB students: You need to have completed the Introductory English Language Module (IELS, OPS: LAA 4 or IAA31) before taking this course.