

Veranstalter	Annette Deutschendorf
Thema	Introduction to Business English
Art der Veranstaltung	Wirtschaftsenglisch A [ENG-16, AA-W]
Veranstaltungsnummer	53-640
Zeit	2st. Mo 10-12
Raum	Phil 564
Beginn	02.04.2012

Course description:

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

We are first going to talk about company structure and workplaces in general: What are the departments and their jobs in a typical manufacturing company? What needs to be considered if you want to set up your own company?

We will practice writing job applications, emails and reports. You can work on your speaking skills when we simulate phone calls or meetings. I'll try to give you the opportunity to incorporate your own professional background wherever possible.

You 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
- Students for whom the course is non-obligatory (**Wahlbereich**) should note that there will not be an end-of-term exam in this course – this means the Schein you get will not have a grade on it (some faculties only accept a Schein with a grade, please check in advance)

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