

<b>Veranstalter</b>	<b>Annette Deutschendorf</b>
<b>Thema</b>	<b>Communicating effectively and professionally</b>
<b>Art der Veranstaltung</b>	<b>Business English/English for other occupational purposes A</b> [LAA 17, AA-WB]
<b>Veranstaltungsnummer</b>	<b>53-635</b>
<b>Zeit</b>	<b>2st. Do 10-12</b>
<b>Raum</b>	<b>erste Sitzung in Präsenz geplant, Raum siehe Stine Eintrag, danach als digitale Veranstaltung über Agora und MS Teams</b>
<b>Beginn</b>	<b>05. November 2020</b>

This class is mainly aimed at students in the teaching degree programme for “Lehramt Berufliche Schulen” with English as a subject. The overall objective is to expand your range of terminology for the ESP variety (ESP: English for specific purposes, i.e. business studies, food science, health science, cosmetic science, technology etc.) you’ll 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. We’ll 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*.

**Wahlbereich and ERASMUS students:** You are very welcome in 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 material to work on. Please note that you will **not** receive a grade for this course – check with your Studienbüro or your home university to ensure that your faculty accepts ‘pass/fail’ courses.

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

**Course requirements:**

- attendance according to regulation that apply for the Winter 20/21 term, 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) before taking this course.