

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.....	18.10.10

Course description:

In the seminar, you can learn terminology used to describe the typical structure of companies and the activities of different departments in a manufacturing company. We will look at examples of communication within the company and between the company and its suppliers/customers. This includes studying typical business documents like job applications and business letters, the language of business phone calls, internal memos etc. We will also learn what companies can do to reduce the risk of loss and non-payment in foreign trade.

Please note:

This seminar is mainly aimed at students of "Lehramt Oberstufe Berufliche Schulen" and IAA students.

Participants from other departments with good language skills and an interest in business issues are welcome. You should have, for example, completed an "Englisch-Leistungskurs" with good results.

Credit points:

The course is credited with 2 credit points. As there is no final test, there will be no grade on the "Schein" – check in advance if you are uncertain about acceptance by your Prüfungsamt.

Course requirements:

- Regular attendance and active participation (no end-of-term exam)