

Let's Talk about Administrative Law

Terminology and communication

Content and aims

Let's talk about public authorities, about permits, benefits and approval procedures. What's the English for *Bescheid*, *Beschwerde* and *Revision*? And what about *AuvBZ* and *Privatwirtschaftsverwaltung*? Austria's system of administrative law is definitely one of the country's specialties—and explaining how it works in English can be quite a challenge. Learn the essential terminology you need in order to describe the system that forms the basis for your work and apply this know-how in talking about aspects of administrative law relevant to you.

Topics:

- Austrian, European and UK cases
- Key concepts of Austrian administrative law
- Administrative procedure & the administrative court system

Activities:

- Discussing cases
- Learning and using key terminology in context
- Presenting and discussing legal issues from your field of work

Working method

In this interactive seminar, learning specialised vocabulary and improving your communication skills is integrated in work on legal topics.

- Learning by doing: 2 days of total immersion in English
- Optional online follow-up

Target group

People who need to be able to explain and discuss aspects of administrative law in English.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainer

- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	2 days
<i>Seminar number:</i>	ES-E 273
<i>Date:</i>	23–24 October 2018
<i>Venue:</i>	Schloss Laudon

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Tips

For a comprehensive look at public administration in Austria, come to “Yes, Minister: English for Public Administration”.

For a focus on European Union law, come to “Let’s Talk about EU Law”.

About

Mag. Andrea Steiner, B.A.

Expertin für englische Fachsprache und Kommunikation, Trainerin und Coach, Akademisch geprüfte Übersetzerin; E-Learning-Autorin. Arbeitsschwerpunkte: English for Law, Politics, Government & Public Administration. Studium der Anglistik/Amerikanistik, Germanistik und Linguistik; vormals Lehrtätigkeit an der Wirtschaftsuniversität Wien und an Fachhochschulen, seit 2016 an der Notariatsakademie

andrea@norrisandsteiner.at