

English in the Office

Intermediate Level

Content and aims

This seminar is suitable for all with an intermediate or advanced level of English with basic competency in Office English. Also it is the follow-up course for participants of MS 702 “English on the Phone and in the Office” who want to learn more! More practice. More telephoning. More speaking.

The aim of the seminar is to improve competency on the phone, in e-mail and when speaking in person. It offers an opportunity to expand your vocabulary, learn new skills and get talking again.

- A selection of e-mails and correspondence to help you in your job.
- Telephoning in the office—a brush up and expansion of skills: practice with the basics, taking and leaving messages, arranging appointments and dealing with difficulties.
- Getting and giving information, advice and recommendations.
- Small talk and correct conversation—how to be polite and know what to say.
- Organising people, schedules and managing events.

Working method

Interactive seminar with focus on speaking, role-plays, small and whole group work, simulations, scenarios and multi-sensory learning

Target group

Office personnel with a good foundation of Basic English

Trainer

- Deborah Ingram, B.A. Joint Hons., The Round Table Language Training

Time & venue

<i>Length:</i>	2 days
<i>Seminar number:</i>	MS 732
<i>Date:</i>	26–27 November 2018
<i>Venue:</i>	Schloss Laudon

Organisation

<i>In the hands of:</i>	Petra Dietrich
<i>Secretariat:</i>	Nedeljka Haag

About

Deborah Ingram, B.A. Joint Hons.

The Round Table Language Training, Managing Director; Language Trainer in Adult Education since 1991; Director of Languages in an Adult Training Centre 1998– 2005; 2005 Foundation of her own language teaching business. Studied Modern Languages (German and French) at Manchester University (England)

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