Getting it Right

Correctness in written and spoken English

Content and aims
Are you tired of making the same old mistakes? Would you like to improve the quality of the English you produce at the office? Come and improve the correctness of what you say or write by working on key areas of grammar and vocabulary in work-related contexts.

Do you say “I work at the Federal Chancellery”, or should it be “I’m working”? When everyone agrees at the negotiating table, is that common sense—or is it consensus? Did the Austrian delegation propose changing the text—or did they propose to change it? From years of working with Austrian civil servants, we know exactly what you need to get right when communicating with international partners:

- False friends
- Tenses
- Prepositions
- Gerund or infinitive?
- Conditionals
- Adjective or adverb?

... plus the finer aspects of communicating with foreign colleagues (e.g. saying the right thing when socialising).

Working method
- Interactive group work based on texts, dialogues and tailor-made practice materials
- Learning by doing: 2 days of total immersion in English
- Optional online follow-up

Target group
People who need to improve the correctness of what they say or write in English in their jobs. This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers
Sue Norris, M.Ed. B.A.
Mag. Andrea Steiner, B.A.
**Time & venue**

Length: 2 days  
Seminar number: ES-E 242  
Date: 2-3 April 2019  
Venue: Schloss Laudon

**Organisation**

In the hands of: Ursula Eder  
Secretariat: Manuela Mader

**Tips**

For practice and correction of your written English, come to “Drafting Professional Texts”.

For pronunciation practice and correction, come to “Sound Check”.

**About**

**Sue Norris, M.Ed. B.A. RSA Dipl. TEFLA**
sue@norrisandsteiner.at

**Mag. Andrea Steiner, B.A.**
andrea@norrisandsteiner.at