International Meetings

Be confident about speaking up

Content and aims
“Can I just come in here?”—Feel confident about taking the floor in international meetings. Systematically develop the English language and communication skills that you need to take part in such meetings and get lots of essential phrases, realistic practice and targeted language feedback.

Language input and practice:
• Useful phrases for participating (e.g. for presenting your position, reacting to the positions of others, negotiating a compromise, getting the chair’s attention)
• Useful phrases for leading a meeting (e.g. for opening/closing the meeting, facilitating and moderating, controlling developments, reaching agreement, summarising)
• Getting the tone right: formal vs. informal, cautious vs. direct

Meeting scenarios:
You will take part in a series of different meetings, ranging from a small, informal work meeting to formal negotiations on a larger scale.

Working method
• Interactive language input followed by practice in realistic meeting scenarios, with detailed language feedback and practical tips
• Learning by doing: 2 days of total immersion in English
• Optional online follow-up

Target group
People who attend meetings that are held in English and want to systematically develop the relevant language and communication skills.
If you have previously attended our 3-day seminar “Meetings and Negotiations”, come and check out “International Meetings”—it is a new seminar.
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 274
Date: 5-6 November 2019
Venue: Schloss Laudon

Organisation
In the hands of: Ursula Eder
Secretariat: Manuela Mader

Tips
For more practice in taking part in meetings, come to “Professionally Speaking”.
To perfect the art of making professional contacts, come to “Networking in English”.

About
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