ES-E 302

Networking in English

Making professional contacts

Content and aims
Do people still say “How do you do?” these days? What’s the difference between “Nice to see you” and “Nice to meet you?” How should you start a conversation with the delegate sitting next to you? How to get to the point where you can say “Let me give you my business card”? Professional networking and socialising skills are key to your success in an international work context. Brush up these skills in a relaxed atmosphere and come away with lots of useful phrases and increased confidence.

Topics and activities include:
• Meeting and introducing people
• Informal professional exchanges
• Essential phrases for networking and socialising
• Cultural awareness and etiquette
• Keeping in contact – following up on face-to-face meetings

Working method
• Intensive speaking practice and real-life networking
• Learning by doing: 1 day of total immersion in English
• Optional online follow-up

Target group
People who want to improve their professional networking skills in English. 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: 1 day
Seminar number: ES-E 302
Date: 12. November 2019
Venue: Schloss Laudon

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

Tips
For more practice in presenting yourself and your work, come to “Professionally Speaking”.
To boost your fluency in informal conversations, come to “Keep Talking – Reloaded”.

About
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