Professionally Speaking

Compact speaking skills training for your work

Content and aims
Do you attend international meetings, workshops or conferences, or receive English-speaking visitors? Do you need to speak up on the international stage? Come and polish up the professional speaking skills you need for your job—in just one compact day of training.

This seminar efficiently combines intensive practice in three key areas of spoken communication:
• Taking part in international meetings
• Presenting yourself and your work
• Making professional small talk

It goes without saying that essential phrases and key vocabulary are part of the package!

Working method
• Intensive speaking practice in realistic settings
• Learning by doing: 1 day of total immersion
• Optional online follow-up

Target group
People who want to boost their spoken English to handle interaction with foreign partners professionally and effectively.
NB: This seminar was previously called “Three in One”.
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 x 1.5 and 2 x 2.25 hours
Seminar number: ES-E 299
Date: Monday 18 May, 11.00-12.30
Tuesday 19 May, 10.00-12.15
Wednesday 20 May, 10.00-12.15
Venue: Online

**Organisation**
In the hands of: Ursula Eder

**Tips**
To systematically learn and practise the language of meetings, come to “International Meetings”.
To perfect the art of making professional contacts, come to “Networking in English”.
To get help with a presentation you are working on, come to “Presentation Coaching”.

**About**

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