

## English on Demand

### In-house language coaching and consulting

#### Content and aims

Do you need English language training tailored to YOUR specific field of work?

You – together with your colleagues from a particular ministry, office or unit – can request in-house language coaching, individually or as a group. A specialised language trainer will support you in preparing for an upcoming event or in communicating about your own area of expertise in English.

Topics & activities can include:

- Talking about your current/future work agenda
- Trying out whatever it is you need to do in English – e.g. hosting a conference, giving a talk, negotiating an agreement – and making sure you can say exactly what you need to say
- Language feedback & tailored vocabulary input

In other words: YOU define what your training is about.

#### Working method

- One-to-one or group coaching
- Tailored to your needs
- Learning by doing

#### Target group

Individuals, or groups of people who work together, who need to communicate specific content from their field of work in English and want to improve their English skills in a focused and targeted way.

#### Trainer

Sue Norris, M.Ed. B.A. or Mag. Andrea Steiner, B.A.

## Time & venue

Length: up to 6 sessions of 90 mins  
Seminar number: ES-E 306 **New**  
Date: by arrangement  
Venue: in-house

## Organisation

In the hands of: Ursula Eder

## Remarks

To arrange your in-house language coaching and consulting, please contact Ursula Eder:  
Email: [ursula.eder@bmoeds.gv.at](mailto:ursula.eder@bmoeds.gv.at)  
Phone: +43 1 716 06-667230

## About

### **Sue Norris, M.Ed., B.A., RSA Dipl. TEFLA**

Expertin für englische Fachsprache und Kommunikation, Trainerin und Coach.  
Arbeitsschwerpunkte: English for Law, Politics, Government & Public Administration.  
Studium der Germanistik und TESOL. Vormalig Lehrtätigkeit an der Johannes Kepler Universität Linz, der Wirtschaftsuniversität Wien und der Donau-Universität Krems.  
[sue@norrisandsteiner.at](mailto:sue@norrisandsteiner.at)

### **Mag. Andrea Steiner, B.A., Akad. gepr. Übersetzerin**

Expertin für englische Fachsprache und Kommunikation, Trainerin und Coach.  
Arbeitsschwerpunkte: English for Law, Politics, Government & Public Administration.  
Studium der Anglistik/Amerikanistik, Germanistik und Linguistik. Vormalig Lehrtätigkeit an der Wirtschaftsuniversität Wien und an Fachhochschulen. Derzeit Studium der Rechtswissenschaften.  
[andrea@norrisandsteiner.at](mailto:andrea@norrisandsteiner.at)