

OT-ES-E 248

## Yes Minister – Online

### English for public administration

#### Content and aims

From *Vertragsbedienstete* to *Sektion*, from *Verordnung* to *Erlass*, from *Bundesland* to *Privatwirtschaftsverwaltung*— talking about things like these in English can be tricky. Learn how to handle the English terminology of government and public administration, get ready to explain to “outsiders” how things work in Austria.

Topics:

- Levels of government in Austria
- Public administration: people and institutions
- Your own field of work

Activities:

- Learning essential vocabulary
- How to deal with terminology challenges
- Using legal and administrative terms in practical contexts

#### Working method

- Interactive webinar – with group work and lots of speaking practice
- Integrated approach to terminology and communication

#### Target group

People who need to communicate about their work in international contexts and are interested in exploring the specific terminology of government and public administration.

NB: This webinar is a new, compact version of the 2-day seminar “Yes Minister”.

This seminar is open to people with CEFR levels B1, B2 and higher

#### Trainer

Mag. Andrea Steiner, B.A.

## **Time & venue**

Length: 3x 180-min. sessions (incl. break)  
Seminar number: OT-ES-E 248  
Date: 1-3 December 2020, 9.00-12.00 each day  
Venue: online, using video conferencing

## **Organisation**

In the hands of: Ursula Eder  
Secretariat: Petra Ranzenbacher

## **Tips**

To brush up your legal English, come to "Law Chat".

## **About**

### **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.

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