

International Meetings – Online

Be confident about speaking up

Content and aims

“Can I just come in here?” – Find the right words when speaking up in international meetings. Know how to be assertive yet polite in English. Have effective phrases up your sleeve to help you participate effectively and professionally, especially in video conferences. Try out these phrases in online meeting scenarios.

Systematically develop the relevant language and communication skills:

- Taking part in a meeting, e.g. taking the floor, presenting your position, reacting to the positions of others, negotiating a compromise, etc.
- Leading a meeting, e.g. for opening/closing the meeting, facilitating and moderating, reaching agreement, summarising, etc.
- Handling video-conferencing issues, e.g. announcing yourself, using the chat function, checking everyone is on the same page, practical troubleshooting, etc.
- Getting the tone right: formal vs. informal, cautious vs. direct

Working method

- Interactive webinar (with pair/group work)
- Language input followed by realistic practice in online meeting scenarios, with detailed language feedback and practical tips
- Optional online follow-up

Target group

People who attend online or face-to-face meetings that are held in English and want to systematically develop the relevant language and communication skills.

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

Trainers

Sue Norris, M.Ed. B.A.

Time & venue

Length: 1x 90-min. session
2x 150-min. sessions (incl. break)

Seminar number: OT-ES-E 274

Dates: 19 October 2020, 11–12.30hrs.
20–21 Oct. 2020, 9.30–12.00hrs. each day

Venue: online, using video conferencing

Organisation

In the hands of: Ursula Eder
Secretariat: Petra Ranzenbacher

Tip

To improve your fluency when speaking English, come to “Keep Talking – The Next Level”.

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.

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