

OT-ES-E 300

## Efficient Reading – Online

Optimise how you read English texts at work

### Content and aims

Piles of papers to read on your office desk and most of it in English? Does it take you a long time to process written information in English? Do you find yourself looking up lots of words you do not know? The good news is we can help you to specifically improve your English reading skills and help make you a more effective reader.

Topics and activities include:

- Typical mistakes people make when reading in a foreign language
- Useful techniques and strategies for better reading skills in English
- Using dictionaries effectively
- How you can train yourself to read faster in English

NB. This is not a “speed-reading” seminar.

Before the webinar, we will ask you to send examples of the kinds of texts you have to read.

### Working method

- Interactive webinar
- Learning by doing
- Optional online follow-up

### Target group

People who need to read English texts in their work and want to do so more quickly and efficiently.

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

### Trainers

Sue Norris, M.Ed. B.A.

## **Time & venue**

Length: 1 x 90-min. and 2 x 150-min. webinar sessions  
Seminar number: OT-ES-E 300 **New**  
Dates: 10 November, 9.30-11.00 hrs.  
11-12 November, 9.30-12.00 hrs. each day (incl. break)  
Venue: online, using video-conferencing

## **Organisation**

In the hands of: Ursula Eder  
Secretariat: Petra Ranzenbacher

## **Tips**

To improve your understanding of spoken English, come to "Efficient Listening".

## **About**

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

Expertin für englische Fachsprache und Kommunikation, Trainerin und Coach.  
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