

Write Better English – Online

Build your writing skills, write the texts you need to write at work

Content and aims

Do you have to write in English at work? Do you want to be sure your texts are correct and produce the desired effect? Do you wish writing in English took up less of your working time? Learn how to write in clear, reader-friendly style, find out what can make your English text sound “German”, and use online resources more efficiently to support your writing process.

Systematically develop your English writing skills, including

- sentence structure
- text cohesion & linking
- levels of formality

Fine-tune your understanding of relevant language points and avoid typical mistakes, including

- grammar, e.g. tenses, article use
- vocabulary, e.g. prepositions, false friends
- punctuation, e.g. where to put commas (and where not to)

Working method

This course consists of two components: 1. **an interactive webinar**, 2. **individual writing** (in your office).

What will you write?

You write whatever you need to write at work or improve texts you have already written (e.g. speaking notes, a report, a reply to an enquiry), and send them to your trainer.

How does feedback work?

You will get your corrected texts back with comments, explanations and suggestions for improvement. (A limited time budget per participant is available for text correction.)

What happens the online sessions?

You will get tailored input and practice on key language points, as well as answers to your questions. There will generally be lots of speaking in this writing course.

Target group

People who need to write in English at work and want to improve their writing skills.
This seminar is open to people with CEFR levels B1, B2 and higher.

Trainer

Mag. Andrea Steiner, B.A.

Time & venue

Length: 7x 2 hours on Fridays (from 8.30 to 10.30)
Seminar number: OT-ES-E 308
Date: 13, 20, 27 Nov. 2020, 11, 18 Dec. 2020, 15, 29 Jan 2021
Venue: online, using video conferencing

Organisation

In the hands of: Ursula Eder
Secretary: Petra Ranzenbacher

Tips

If you want to focus on emails specifically, come to the Workshop on "Writing Better Emails – online".

About

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

Expertin für englische Fachsprache und Kommunikation, Trainerin und Coach.
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