As universities become increasingly international, laboratory technicians are required to communicate with foreign students and researchers in English. Many only have "rusty" school English and lack confidence when speaking or writing English. This workshop is designed for lab staff with a low to medium level of school English who want to refresh their language skills. Working in a relaxed atmosphere, we will look at specialist vocabulary and practise basic oral and written situations needed for everyday working life. In addition, you will leave the course with a list of internet resources, a glossary and tips that will help you to communicate more effectively in English in your job.

The following topics will be covered:

- Describing your work and your role
- Building lab-specific vocabulary
- Explaining rules and safety regulations
- Giving a guided tour of the lab
- Dealing with frequently asked questions
- Writing brief emails to students and suppliers
- Reading English-language instructions.

Bitte kontaktieren Sie uns zu dieser Veranstaltung bevorzugt über die Mailadresse:

✉ soft-skills@ftu.kit.edu — Mail senden.

Fachlich-inhaltliche Beratung: Elisabeth Gillich (Telefon: 0721 608-24370)

Administrative Beratung: Eltje Witt (Telefon: 0721 608-24044)

Zu weiteren Informationen folgen Sie bitte dem Link:

✉ Terminübersicht und Buchungsmöglichkeit

Schlagwörter:

- PERSONALFührung
- UND SOFTSKILLS

✉ zur Startseite des FTU