English for Administrative Staff – Englisch für Verwaltungsmitarbeitende
One-day workshop

With universities and research institutions becoming increasingly international, the faculties’ administrative staff need to communicate with foreign students, lecturers and researchers in English. Many only have "rusty" school English and lack confidence when speaking or writing English. This workshop is designed for administrative employees 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 university/research institutions life. In addition, the participants will leave the course with a list of internet resources, a glossary and many tips that will help them to communicate more effectively in English in their jobs.

The following topics will be covered:

- Describing your work and your role
- University terminology (incl. glossary)
- Making small talk and giving directions
- Telephoning
- Emailing, including useful phrases
- General language tips
- Useful resources and links.

Duration: 1 day

**TERMINE, PREISE UND BUCHUNGSMÖGLICHKEIT**

⇒ zur aktuellen Terminübersicht mit Preisangabe und Buchungsmöglichkeit

Geplante Termine:
20.06.2023, 15.11.2023
Kurspreis1): 120 EUR

(1) Änderungen vorbehalten

**KONTAKT UND BERATUNG**

Administration/Beratung: Eltje Witt, Kontakt
Fachliche Fragen: Elisabeth Gillich, Kontakt

**INFORMATIONEN**
soft-skills@ftu.kit.edu
⇒ Übersicht Themenbereich

[2000752/05.11.2022]