

LE200

## English for Administrative Staff - Englisch für Verwaltungsmitarbeitende

One-day workshop

With universities 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 university vocabulary and practise basic oral and written situations needed for everyday university 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.

Start of training: 09:00 a.m. End of training: 04:30 p.m.

### TERMINE, PREISE UND BUCHUNGSMÖGLICHKEIT

[↗ zur Terminübersicht mit Preisangabe und Buchungsmöglichkeit](#)

[↗ zur Übersicht aller Angebote des Fachbereichs](#)

### KONTAKT UND BERATUNG

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### MAIL SENDEN

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