

MK346

Improve Your International English

Learning English takes time but there are some short cuts. This seminar gives you an overview of some important techniques to quickly improve your English skills for working internationally. If you sometimes feel insecure when speaking or writing English in a professional setting then this seminar will help you feel more confident. If your mind goes blank as English words disappear from your memory during a meeting or phone call, this seminar will give you the tools to overcome your lack of vocabulary. If you want to continue to improve your professional English after the seminar you will be given tips and techniques on how to do this.

The following topics will be covered:

- International English – what kind of language do I need to learn?
- Basic grammar
- Increasing your vocabulary
- Networking and building relationships
- The language of meetings and negotiations
- Questioning and listening skills
- Telephoning
- Writing e-mails
- Presenting professionally
- Individual action plans.

The programme will be highly interactive. This gives you the opportunity to practise your English through exercises, discussions and worksheets and to get individual feedback and advice from the trainer.

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

We recommend making your travel arrangements AFTER RECEIPT OF OUR INVOICE as we can only then be sure that the workshop will take place. Unfortunately, in case of unexpected cancellation of workshops on our part, we cannot reimburse any travel or hotel costs.

TERMINE, PREISE UND BUCHUNGSMÖGLICHKEIT

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

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

KONTAKT UND BERATUNG

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