

Oldenburger Fremdsprachenschule

Internationaler Sprachunterricht für Schüler, Studenten und Erwachsene
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Kursbeschreibung Business English * 2006

<i>Vocabulary</i>	<i>Basic + Primary grammar</i>	<i>Conversation / Skills</i>
<ul style="list-style-type: none"> • Meeting people • Meetings • Telephoning, Reporting • Companies • Exchanging + Comparing Information • Making Arrangements • Giving Advice • Socializing, Reporting • Describing, Planning • Business travel + Visits • Business correspondence 	<ul style="list-style-type: none"> • Expressing the Present • Expressing the future • Question forms • Present perfect • Expressing the past • Passive + active • If sentences • Reported speech • Gerunds and infinitives • Verbs + irregular verbs • Revision of tenses 	<ul style="list-style-type: none"> • Times and dates • Enquiry and offer • Order and confirmation • Invoice, • Produkt presentation • Marketing one`s product • Sales contracts • Complaints • Polite requests • Entertaining vistors • Discussing leisure activities • Cultures

*Änderungen vorbehalten

Reading – listening – speaking – writing

A Bavarian jam producer, a firm of wine-makers on the Moselle, a Hamburg trading company buys soybean in the USA, a Dresden Company has to deal with a faulty delivery from its Asian supplier, a company in Leipzig helps international clients exhibit their goods

Personality + interactive games

Introducing yourself, Jobs – a game, roleplaying - exchanging information about two neighbours, discussion – the rich and their money, Trivial Pursuit, Monopoly

Business Zertifikat OFS