

Oldenburger Fremdsprachenschule

Internationaler Sprachunterricht für Schüler, Studenten und Erwachsene
 Kurwickstraße 14/15 * 26122 Oldenburg * Fon:0441-3404176 * Fax:9220605



Kursbeschreibung: Business English Communication / Export / Regulations *

<i>Vocabulary</i>	<i>Primary grammar</i>	<i>Conversation / Skills</i>
<ul style="list-style-type: none"> • Collecting information • Using graphs and statistics • Selecting and organising material • Presenting findings • Concluding and recommending • Summarising / Citing References • Administration • Productivity • Personell • Finance • Marketing and sales • General business • Routine writing tasks • Reporting organisation and structure 	<p style="text-align: center;">Aufbauschulung Allgemeinenglisch</p> <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"> • Finding out information by phone and fax • Giving directions • Telephoning • Making arrangements • Asking politely • Council Regulations • Asking for details • Exports contribute • Measurements and weights • Memo-writing • Writing business letters and faxes • Understanding documents • Filling in forms • Dealing with problems • Describing procedures • Dealing with accidents

*Änderungen vorbehalten

**Reading – listening – speaking – writing
 Personality + interactive games**

Zertifikat OFS oder TOEIC