

# 2 Oldenburger Fremdsprachenschule

Internationaler Sprachunterricht für Schüler, Studenten und Erwachsene  
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## Kursbeschreibung English / IT / Correspondence \*

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

\*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 exhibits their goods

### ***Personality + interactive games***

**Business Zertifikat OFS**