

# Oldenburger Fremdsprachenschule

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



## Kursbeschreibung "English Presentation and Marketing" \*

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

\*Änderungen vorbehalten

**Reading – listening – speaking – writing**

**Personality + interactive games**

**Zertifikat O F S**