

Oldenburger Fremdsprachenschule

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



Kursbeschreibung: Business English / Presentation *

<i>Vocabulary</i>	<i>Basic + 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><small>*Änderungen vorbehalten</small></p>	<p>Grundschulung 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 • Saying numbers and dates • Asking for details • Giving advice • Measurements and weights • Memo-writing • Writing business letters and faxes • Understanding documents • Filling in forms • Dealing with problems • Describing procedures • Dealing with accidents

Reading – listening – speaking – writing
Personality + interactive games

Zertifikat O F S