

Oldenburger Fremdsprachenschule

Internationaler Sprachunterricht für Schüler, Studenten und Erwachsene
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Kursbeschreibung "Telephoning and Business Reports" *

<i>Vocabulary</i>	<i>Basic + Primary grammar</i>	<i>Conversation / Skills</i>
<ul style="list-style-type: none"> • Inquiries for prices • Requesting informations • Asking questions and passing on messages • Probability and possibilities • Apologising • Fault diagnosis • Using graphs and statistics • Selecting and organising material • Presenting findings • Concluding and recommending • Productivity • Personell • Finance • Marketing and sales • General business • Reporting organisation and structure 	<p>Aufbauschulung Allgemeinenglisch Branchenspezifisches Fachvokabular</p> <ul style="list-style-type: none"> • Expressing the Present • Expressing the future • Expressing the past • Question forms • Passive + active • „If“ sentences • Reported speech • Gerunds and infinitives • Verbs + irregular verbs • Revision of tenses 	<ul style="list-style-type: none"> • New markets are vital • The factory extension meeting • Appointing the new advertising manager • Productivity – a work study survey • The pension fund meeting • The case of the missing file • Risk of a takeover • The advertising manager at work • Dealing with an important new market • The new board of Directors • The trials of a sales representative • Auditing the accounts • Improving methods of traininr • Patents and trade-marks • Insurance • The firm expands

*Änderungen vorbehalten

Reading – listening – speaking – writing
Personality + interactive games

Zertifikat O F S