

Oldenburger Fremdsprachenschule

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



Kursbeschreibung English for Tourism Business Communication* ab 02.06.05 mit 120 Std. Einzelunterricht vor Ort für 3.544,00 €

<i>Vocabulary</i>	<i>Basic + Primary grammar</i>	<i>Conversation / Skills</i>
<ul style="list-style-type: none"> • Introductions • Enquiry and offer • Offer quotations • Order and confirmation • Advice of dispatch • Invoice, Delivery • Bills, Sales contracts • Banking, Payment • Complaints, Difficult customer • Polite requests • Reminders • Business letters • Offers / Suggestions • Apologizing • Requesting permission • Rules and regulations • Reasons and results 	<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 <p style="text-align: center;"><small>* Änderungen vorbehalten</small></p>	<ul style="list-style-type: none"> • Culture questionnaire, Starting a conversation • Interacting, Asking questions • Direct / indirect, Attentive listening • Checking / receiving information • Conversation fillers, Pausing • Changing times, Understanding each other • Sales contracts, Complaints • Polite requests, Thanks • Tourism today • Reserving accomodation • Who`s who in hotels and restaurants • Dealing with money • Dealing with complaints • Authentic Materials

Reading – listening – speaking – writing

Personality + interactive games

Z e r t i f i k a t O F S