

Business English Workshop

Taking part in meetings

In today's global marketplace, many companies have adopted English as their official language of communication. These multinational companies increasingly conduct all their business meetings in English.

In this module you will learn:

- about the key vocabulary of meetings
- how to chair a meeting
- how to deal with interruptions and digressions
- how to ask for and give opinions
- how to agree and disagree
- how to conclude a meeting

You will hold meetings which will help you to improve your listening and speaking skills. At the end of each meeting we will have a short feedback discussion.

Trainer: Sandra Adams
Dates: Tuesdays, Nov. 10th, Nov. 17th, Nov. 24th, Dec. 1st 2009
Time: 17.00 – 19.30
Room: 'C' Building, Room 3.21
Registration: Please register by sending an email to the Language Department at ashford@dhbw-vs.de, stating your name and department (*Studiengang*) by Monday, 2 November 2009

Note: The maximum number of students for this course is 20.

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