



English for Student Advising (52)

21st-22nd August 2024

Venue: Wissenschaftszentrum Bonn, Ahrstr. 45, 53175 Bonn, ground floor, room: S12

Programme

Wednesday, 21th August 2024

- | | |
|----------|---|
| 09.30 am | Welcome and Introduction |
| 09.45 am | "Getting Started" Creating a welcoming atmosphere and making small talk |
| 11.15 am | Coffee break |
| 11.30 am | Session 2: "Providing Information" Acquiring and practicing basic vocabulary for student advice centre advisors/assistants; explaining students' needs and university requirements; sharing ideas and experiences among the group |
| 13.00 pm | Lunch break |
| 2.00 pm | Session3: "The Admission Process" Advising students on various issues related to the admission process; reporting and reflecting on everyday issues; role-playing typical conversations |
| 3.30 pm | Coffee break |
| 3.45 pm | Session4 "The Language of Emails" Learning typical email phrases and expressions; style and form of emails; practicing writing a short email |
| 5.15 pm | Feedback and summary of the workshop's results so far Reflection on issues that have emerged suggestions from participants |
| 5.30 pm | End of day 1 |
| 6.15 pm | Informal get-together at the 'TAO' restaurant, venue: TAO Bar & Restaurant, Mildred-Scheel-Str. 1, 53175 Bonn |



Thursday, 22th August 2024

- 09.00 am **Welcome to Day 2**
Revising yesterday's key issues and vocabulary
- 09.30 am **Session 5: "Telephoning Skills"**
Acquiring and practicing vocabulary for telephone conversations; role-playing typical situations on the phone
- 11.00 am **Coffee break**
- 11.15 am **Session 6: "Intercultural Challenges"**
Reflecting on social customs and cultural differences, e.g. politeness, formality, body language and gestures, manners, humour
- 12.45 pm **Lunch break**
- 1.45 pm **Session 7: "Critical incidents/ difficult situations"**
Describing challenges with students and/or staff; learning from each other's experience with difficult situations
- 3.15 pm **Coffee break**
- 3.30 pm **Session 8: "Revision"**
Revising and reflecting on what we have learned; including a small test/quiz; optional: focusing on topics and issues requested by the participants
- 4.15 pm **Closing round and review: Where can we go from here?**
Concluding remarks and evaluation
- 5.00 pm **End of seminar**

Organization and management:

Liliane Pires-Pedro

Referat S23 - Internationale DAAD-Akademie

☎ +49 228 882 - 8960, ✉ pires@daad.de

Alema Ljumanovic-Hück

Leitung Referat S23 - Internationale DAAD-Akademie

☎ +49 228 882 - 707, ✉ info@daad-akademie.de