



A1/A2 Basic seminar:

English for Various Academic Departments

(e.g. Registrar's and Exam Offices)

Online sessions: Preliminary Programme

approx. 30min

Preparation assignment in moodle

-Vorbereitungsaufgabe in Moodle-

Session 1
8.30-9.30 a.m.

Getting started: Introducing ourselves and sharing work experiences

-Vorstellungsrunde und Austausch über eigene alltägliche Arbeitssituationen-

approx. 60min

Independent online study in moodle

-Selbstlernaufgaben in Moodle-

Session 2
8.30-9.30 a.m.

Presenting our work responsibilities: using simple but essential vocabulary.

-Vorstellung unserer Arbeitsaufgaben-

approx. 60min

Independent online study in moodle

-Selbstlernaufgaben in Moodle-

Session 3
8.30-9.30 a.m.

Providing information: conducting short one-on-one consultations with international students.



-Meistern von kurzen Informationsgesprächen mit internationalen Studierenden-

approx. 60min

Independent online study in moodle

-Selbstlernaufgaben in Moodle-

Session 4
8.30-9.30 a.m.

Responding to questions: writing professional emails.

-Beantworten von E-Mails internationaler Studierender-

approx. 60min

Independent online study in moodle

-Selbstlernaufgaben in Moodle-

Session 5
8.30-9.30 a.m.

Being communicative: talking on the phone.

-Führen von Telefonaten mit internationalen Studierenden-

approx. 60min

Independent online study in moodle

-Selbstlernaufgaben in Moodle-

Session 6
8.30-9.30 a.m.

Making it social: how to master small talk.

-Meistern von Small Talk-

approx. 60min

Independent online study in moodle

-Selbstlernaufgaben in Moodle-

Session 7
8.30-9.30 a.m.

Setting us up for a challenge: Understanding and explaining formal English.

-Verstehen und Erklären formeller Unterlagen/Formblätter/
Vereinbarungen-

approx. 60min

Independent online study in moodle



-Selbstlernaufgaben in Moodle-

Session 8
8.30-9.30 a.m.

Inviting others to a Q&A session: what else do we offer?

-Zusammenfassung in einer Frage- und Antwortrunde-

Closing Round and Review: Where can we go from here?

-Rück- und Ausblick-

approx. 60min

optional online review in moodle

-Freiwilliger Onlineabschlusstest in Moodle-

Lecturer:

Susan Lippmann

✉ susan_lippmann@yahoo.de

Organisation und Leitung:

Nicole Gerfertz

S23 - Internationale DAAD-Akademie

DAAD, Kennedyallee 50, 53175 Bonn

☎ +49 228 882 -635 ✉ gerfertz@daad.de

Alema Ljumanovic-Hück

Leitung S23 - Internationale DAAD-Akademie

DAAD, Kennedyallee 50, 53175 Bonn

✉ info@daad-akademie.de