English for University Administration Staff - Level B1

17th – 20th August 2020

Venue: Haus der evangelischen Kirche, Adenauerallee 37, 53113 Bonn

Provisional Programme / Subject to change

Monday, 17th August 2020

2.00 p.m. Opening address
Lena Schräder, international DAAD Academy
Geoff Sammon
Course programme, introductions, needs assessment

3.30 p.m. Coffee break

4.00 p.m. Writing: describing yourself and your work in English

5.30 p.m. End of formal teaching

7.00 p.m. Informal get-together

Tuesday, 18th August 2020

9.00 a.m. Contacts with non-German students/staff (discussion)

10.30 a.m. Coffee break

11.00 a.m. Contacts with non-German students/staff (role play)

12.30 p.m. Lunch

2.00 p.m. Grammar

3.30 p.m. Coffee break

4.00 p.m. Intercultural problems, small talk

5.30 p.m. End of formal teaching
Wednesday, 19th August 2020

9.00 a.m. Expanding your vocabulary
10.30 a.m. Coffee break
11.00 a.m. Grammar
12.30 p.m. Lunch
2.00 p.m. Writing emails and formal letters
3.30 p.m. Coffee break
4.00 p.m. Role play
5.30 p.m. End of formal teaching
7.00 p.m. Guided tour of Bonn city centre
8.00 p.m. Get-together in Irish Pub

Thursday, 20th August 2020

9.00 a.m. Revision
10.30 a.m. Coffee break
11.00 a.m. Improving your English after the course
12.30 p.m. Feedback
1.00 p.m. Departure, End of seminar

Instructor:
Geoff Sammon
✉️ geoff.sammon@gmx.de

Organisation:

Jana Dalinger
Referat S23 - internationale DAAD-Akademie
DAAD, Kennedyallee 50, 53175 Bonn
📞 +49 228 882 -635, ✉️ dalinger@daad.de

Lena von Eichborn
Leitung Referat S23 - internationale DAAD-Akademie
DAAD, Kennedyallee 50, 53175 Bonn
📞 +49 228 882 -707, ✉️ eichborn@daad.de