

English for University Administration Staff - Level B1

15th – 18th August 2022

Venue: Wissenschaftsforum, Markgrafenstraße 37, 10117 Berlin

Provisional Programme / Subject to change

Monday, 15th August 2022

- 2.00 p.m. **Opening address**
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 in the restaurant “GOODTIME”**

Tuesday, 16th August 2022

- 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, 17th August 2022

- 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**
- 5.15 p.m. **End of formal teaching**
- 7.00 p.m. **Informal get-together in Murphy's Irish Pub**

Thursday, 18th August 2022

- 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:

Nicole Alef

Referat S23 - internationale DAAD-Akademie

DAAD, Kennedyallee 50, 53175 Bonn

☎ +49 228 882 -635, ✉ alef@daad.de

Alema Ljumanovic-Hück

Leitung Referat S23 - internationale DAAD-Akademie

DAAD, Kennedyallee 50, 53175 Bonn

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