Englisch für Angestellte der Hochschulverwaltung – Level A2

5th – 8th October 2020

Venue: Wissenschaftsforum, Markgrafenstraße 37, 10117 Berlin

Programme (subject to change)

Monday, 5th October 2020

2.00 p.m. Opening address
Geoff Sammon
Course programme, introductions, needs assessment

3.30 p.m. Coffee break

3.45 p.m. Introduction, needs assessment

5.15 p.m. End of formal teaching

6.30 p.m. Informal get-together in the Vietnamese restaurant “OTITO”

Tuesday, 6th October 2020

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

10.30 a.m. Coffee break

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

12.30 p.m. Lunch

1.30 p.m. Writing emails and formal letters

3.30 p.m. Coffee break

3.45 p.m. Intercultural problems, small talk

5.15 p.m. End of formal teaching
Wednesday, 7th October 2020

09.00 a.m.  Expanding your vocabulary
10.30 a.m.  Coffee break
10.45 a.m.  Phoning
12.30 p.m.  Lunch
1.30 p.m.   Role play
3.30 p.m.   Coffee break
3.45 p.m.   Grammar revision
5.15 p.m.   End of formal teaching

Thursday, 8th October 2020

09.00 a.m.  Revision
11.00 a.m.  Coffee break
11.15 a.m.  Improving your English after the course
12.30 p.m.  Oral feedback
13.00 p.m.  Departure, End of seminar

Lecturer:

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Organisation:

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