

ANGEBOT INTERNE WEITERBILDUNG

ALLGEMEINES UNIVERSITÄTSPERSONAL

„Der Ausbau sowie die Festigung der Fremdsprachenkompetenz ist in unserer modernen und internationalen Arbeitswelt ein wichtiges Qualitätsmerkmal. Das Zentrum für Sprachen, Bildung und Kultur versteht sich als Organisation, die gezielt fremdsprachliche Zusatzqualifikationen vermittelt, um in einem beruflichen, multilingualen, und international-ausgerichteten Umfeld besser bestehen zu können.“

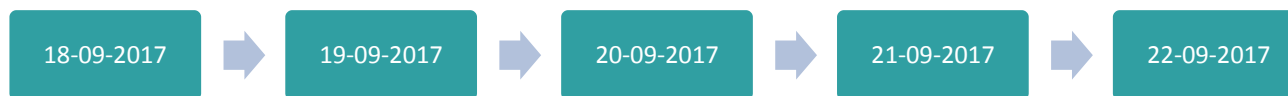
Mag. Petra Kletzenbauer, Leitung ZSBK



Focus on Communication	Focus on Grammar
<ul style="list-style-type: none"> ▪ Greetings; Introducing oneself and others; Welcoming visitors ▪ English in the office; Politely addressing people ▪ Small talk: starting and closing a conversation ▪ Giving directions ▪ Making arrangements and appointments ▪ Business communication: e-mails and telephoning ▪ Managing problematic situations (complaining, apologizing) ▪ Any other areas specific to the needs and wishes of the participants 	<ul style="list-style-type: none"> ▪ Alphabet ▪ Asking questions ▪ Review of tenses (present, present perfect, past, future) ▪ Adverbs of frequency and time ▪ Modal verbs (can, could, would you ...) for polite requests and suggestions ▪ Countable & uncountable nouns (some and any, few and little, etc.) ▪ Prepositions of time and place

Office English **ADVANCED**

- 15 units
- 3 units per session; blocked units; Monday-Thursday 14:30 to 17:00; Friday: 12:30 to 15:00; lecture room ZSBK



- Email Writing
- Professional Speaking Skills
- General Writing Skills (minutes, notes, etc.)

Office English **BASIC**

- 30 units
- 3 units per session; Monday, 14:30 to 17:00, lecture room ZSBK



Office English **SEMI-ADVANCED**

- 30 units
- 3 units per session; Monday, 14:30 to 17:00, lecture room ZSBK



CONFIRMATION OF PARTICIPATION:

- ✓ At least 80% attendance
 - ✓ Regular participation
 - ✓ Achievement of course goals
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