Business English B2 Presentations, Meetings, Negotiations
Bildungsurlaub, VHS Köln

Dozentin: Marie-Claire Nassar

Übersicht der behandelten Einzelthemen zur Vorlage beim Arbeitgeber

	Einzelthemen	**09.00 – 15.45 Uhr 8 UStd. à 45 Min.**
1	Presentations • Start and describe the structure • Introduce new ideas and refer to other points • Introduce visual aids & express numerical information • Draw comparisons and explain outcomes	Montag
2	Presentations • Summarize main points & make recommendations • Deal with interruptions • Deal, anticipate and reformulate questions • Use the correct grammar to describe trends	Dienstag
3	Meetings & Negotiations • Arrange, plan and reschedule meetings • State objectives • Discuss facts • Provide reasons and explanations	Mittwoch
4	Meetings & Negotiations • Deal with offers • Express Agreement & disagreement • Present proposals and counterproposals • Move negotiations along	Donnerstag
5	Meetings & Negotiations • Calm situations and resolve problems • Summarize results • Express decisions & deadlines • End a meeting	Freitag