Bildungsurlaub Basic English for the Office A2/B1
Bildungsurlaub, VHS Köln
Dozent/in: Hannelore Schmolke

Übersicht der behandelten Einzelthemen zur Vorlage beim Arbeitgeber

	Einzelthemen	**09.00 – 15.30 Uhr** **8 UStd. à 45 Min.**
1	Getting to know each other Telephone phrases Spelling Job requirements Present tenses	Montag
2	Office equipment Describing tasks and responsibilities Modal verbs Phrasal verbs	Dienstag
3	Writing emails Describing products Arranging meetings Phrases for meetings and presentations Past tenses Gerunds	Mittwoch
4	Dealing with complaints Making appointments Welcoming visitors Future tenses	Donnerstag
5	Small talk Understanding the news Booking flights, hotels and conference facilities Keeping in touch Conditionals	Freitag

Lehrwerk:
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