

## Business English

<b>OBJECTIVE</b>	Expansion of language capabilities and of general and business vocabulary. Gain confidence in the English language. Efficient handling of everyday office tasks. Intensive, compact training and individual study in a lively atmosphere to quickly achieve the learning target.
<b>CONTENT</b>	<b>Business Correspondence</b> <ul style="list-style-type: none"><li>• Layout, format and structure of letters and e-mails</li><li>• Writing e-mails and e-mail rules</li><li>• E-mail correspondence and text blocks (e. g. writing a quote, orders, order confirmations, complaints)</li><li>• Grammar relevant to business correspondence</li><li>• Business related conversation</li></ul> <b>Technical Part</b> <ul style="list-style-type: none"><li>• Telephone language</li><li>• Telephone conversations regarding particular topics</li><li>• Being friendly and polite on the telephone</li><li>• Cultural differences</li></ul>
<b>TARGET GROUP</b>	Office employees
<b>PREVIOUS KNOWLEDGE</b>	Level A2 – B1 according to European reference framework (initially, conduct of grading test)
<b>DURATION</b>	5 days (30 Units)
<b>PRICE</b>	EUR 620.00 per participant
<b>DATE</b>	On request
<b>VENUE</b>	Training rooms in Schrobenhausen
<b>TRAINER</b>	Mrs. Anne Friemel
<b>CONTACT</b>	Mrs. Martina Holzmayr, +49 8252 97-2182
<b>HINT</b>	Possibility of targeted preparation for foreign posting

**AZWW-certified**