

Technical English for Mechanical Engineering

OBJECTIVE	Expansion of language capabilities and general and technical vocabulary. Improved comprehension and improved formulation of technical texts. Intensive, compact training and individual study in a lively atmosphere to quickly achieve the learning target.
CONTENT	<p>Business Correspondence and Communication</p> <ul style="list-style-type: none"> ● Layout, format and structure of letters and e-mails ● Writing simple business letters and e-mails (e. g. orders, order confirmations, setting up appointments) ● Business related conversation/communication, including polite conversation, small talk, describing one's own job, etc. ● Improving the intercultural competency of the participants <p>Technical Part</p> <ul style="list-style-type: none"> ● Build up and expansion of technical vocabulary regarding tools and machines ● Understanding and presenting technical drawings and plans ● Understanding operating manuals ● Writing technical reports ● Dealing with difficult conversations
TARGET GROUP	Development engineers and technicians, masters, skilled technicians in work preparation and in central order processing
PREVIOUS KNOWLEDGE	Level A2 – B1 according to European reference framework (initially, conduct of grading test)
DURATION	4 days (30 Units)
PRICE	EUR 620.00 per participant
DATE	On request
VENUE	Training rooms in Schrobenhausen
TRAINER	Mr. Mike Berwald
CONTACT	Mrs. Martina Holzmayr, +49 8252 97-2182
HINT	Possibility of targeted preparation for foreign posting

AZWV-certified