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**Business English Intensive Course for Juergen Hofmann.**

08.02.2018

Course consists of 120 training units between 09 September and 01 September 2018. Cost per training unit is 60 Euro plus VAT.

**Course Goals and Aims:** Focus of training is to develop Mr. Hofmann's English language skills with a special emphasis on Business English. The desired outcome is to make student "verhandlungssicher" in day-to-day business English activities. A primary goal is to provide a strong foundation that Mr. Hofmann can continue to build on in 2018 and beyond.

**Course Summary:** The course will focus on the following Business English Skills: Socializing and Small Talk, Telephone skills, Effective Email writing, The language of Meetings, Automotive English, Presentations Skills, Negotiating and Decision-making in English, and Business Vocabulary. Additionally, training in English grammar with special emphasis on tenses, prepositions and sentence structure will be given.

**Course Planner (Phase one)**

Step	Content / Lesson	Activities
1	Socializing and Small Talk	Introduction to clients and colleagues
	Grammar review and business vocabulary	Simple past, simple present and simple future tenses (am going and will) shall be reviewed
	The Language of Discussions and Meetings	Discuss topic with opposing points of view using discourse language with other student
	Business Idioms (The Grooves)	Handout and exercises
2	Socializing and Small Talk	Textbook, Handouts and exercises
	Grammar review and business vocabulary	Simple past, simple present and simple future tenses (am going and will) shall be reviewed
	Seat Corporate Structure	Authentic material from student
	The Language of Discussions and Meetings	Discuss topic with opposing points of view using discourse language with other student
3	Socializing and Small talk	Textbook, Handouts and exercises
	Grammar review and business vocabulary	Handouts and exercises
	Seat Arona and new car line	Authentic material from student and Seat Website
	The Language of Discussions and Meetings	Discuss topic with opposing points of view using discourse language with other student
4	Socializing and Small talk	Textbook, Handouts and exercises
	Grammar review and business vocabulary	Handouts and Exercises
	Email writing skills	Authentic material from student

	Telephoning Skills	Handouts and Exercises. Practice with other student.
5	Socializing and Small talk	Handouts and exercises
	Grammar review and business vocabulary	Handouts and Exercises
	Email writing skills	Authentic material from student
	Telephoning Skills	Handouts and Exercises. Practice with other student.
6	Socializing and Small talk	Handouts and exercises
	Grammar review and business vocabulary	Handouts and Exercises
	Email writing skills	Authentic material from student
	The Language of Discussions and Meetings	Discuss topic with opposing points of view using discourse language with other student
7	Socializing and Small talk	Handout and exercises
	Grammar review and business vocabulary	Handout and exercises
	Email writing skills	
	Negotiations/Presentations in English	
8	Socializing and Small talk	Handout and exercises
	Grammar review and business vocabulary	TBD
	Email writing skills	
	Negotiations/Presentations in English	Handout and exercises
9	Socializing and Small talk	
	Review	TBD

**Homework and miscellaneous items:** *The keeping of an English language diary and vocabulary home study are required during course. You will receive several handouts that you can keep by your desk for quick reference. You will also be given some websites and some useful references to further your Business English. The main grammar focus will be on the tenses. Of course we will also have a bit of fun along the way. Training topics for phase two and beyond will be determined after the 8<sup>th</sup> block of instruction. The course program could be changed if deemed necessary by either the instructor or the student.*