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### English for Your job 1

This course is designed for students who are expecting to use English at their future place of work. It will give them the opportunity to practice both their spoken and written English in a business environment.

The following areas will be covered:

- Introducing oneself, looking after visitors and making small talk
- Corporate culture. Presenting your company: a guided tour
- Business entertainment and business trips abroad
- Business meetings
- Telephoning and telephone messages

The participants are expected to take an active part in group work and pair work aimed at perfecting their language skills.

Textbook: The Business Mcmillan Verlag 2007.

Dieser Lehrveranstaltung ist zugleich Teil einer Kurskombination, mit der eine Zusatzqualifikation erworben werden kann: Das Unicert-Fremdsprachenzertifikat.

Näheres unter <http://www.hs-augsburg.de/allgemeinwissenschaften>.

**Wichtig:** Wenn man das Unicert-Zertifikat "*English for your job 1+2*" auswählt, muss der Kurs "*English for your job 1*" unbedingt zuerst belegt werden.