

“Business English” - offener Aufbaukurs, ganzjährig bei KKS



- Dieser Kurs läuft über drei Monate und ist für Fortgeschrittene Englischlerner geeignet.
- Schwerpunkte sind allgemeine Themen aus dem Geschäftsleben wie Small Talk, Telefonieren, Meetings, Präsentationen, Reisen und Korrespondenz. Dazu werden ausgewählte Bereiche der Grammatik wiederholt, eingeführt und angewandt.
- Kursmaterialien sind ausgewählte Ausschnitte aus aktuellen Standardlehrbüchern sowie themenrelevante Publikationen wie *Business Spotlight* und die neuesten Internetartikel aus der Geschäftswelt als auch die Wünsche unserer Kursteilnehmer.

Proposed course plan

Week	Activity
1	<ul style="list-style-type: none"> ▪ introduction, small talk and meeting people ▪ auxiliary verbs, verb tenses (present, past, present perfect), questions and negatives ▪ social expressions and small talk
2	<ul style="list-style-type: none"> ▪ present tenses (simple and continuous) and passive ▪ sports, leisure, numbers and dates ▪ cross-cultural communication
3	<ul style="list-style-type: none"> ▪ past tenses (simple, continuous and perfect) and passive ▪ art, literature and giving opinions ▪ business etiquette
4	<ul style="list-style-type: none"> ▪ modal verbs for obligation and permission ▪ nationalities, countries, requests and offers ▪ business topic (according to student interests)
5	<ul style="list-style-type: none"> ▪ future tenses (will, going to) and present continuous ▪ the weather and travelling ▪ meetings
6	<ul style="list-style-type: none"> ▪ presentations ▪ verb patterns and questions with “like” ▪ describing food, places and people ▪ business topic (according to student interests)
7	<ul style="list-style-type: none"> ▪ present perfect, past simple and passive ▪ phrasal verbs ▪ telephoning
8	<ul style="list-style-type: none"> ▪ conditionals, time clauses, adjectives and adverbs ▪ making suggestions ▪ making and rescheduling appointments
9	<ul style="list-style-type: none"> ▪ modal verbs for probability ▪ character adjectives, agreeing and disagreeing ▪ presentations and negotiations
10	<ul style="list-style-type: none"> ▪ present perfect continuous, time expressions, compound nouns ▪ expressing quantity ▪ Business topic (according to individual student interests)
11	<ul style="list-style-type: none"> ▪ indirect questions, question tags, reported speech, apologising ▪ verbs and nouns that go together, idioms and informal English
12	<ul style="list-style-type: none"> ▪ business correspondence

▪ **test**

▪ **evaluation and review**