

## Bildungsurlaub Business English (B1)

### Zielgruppe:

- Personen, auf die durch die Internationalisierung des Berufslebens neue Aufgaben am Arbeitsplatz zukommen, denen sie ohne Grundkenntnisse der englischen Sprache nicht gerecht werden können.
- Personen, für die der Erwerb von Fremdsprachenkenntnissen eine weitere Schlüssel- bzw. Aufstiegsqualifikation darstellt.

### Ablaufplan\*

|        | Zeit        | Unterrichtsinhalte                                                                                                                                                                                                                                                     |
|--------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Tag | vormittags  | <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Basis For Business: Welcome!</li> </ul>                                                                                                                                                              |
|        | nachmittags | <ul style="list-style-type: none"> <li>• Basis For Business Unit 1: First Impressions</li> <li>• Grammar: simple present &amp; present continuous</li> </ul>                                                                                                           |
| 2. Tag | vormittags  | <ul style="list-style-type: none"> <li>• Basis For Business Unit 2: Describing Products</li> </ul>                                                                                                                                                                     |
|        | nachmittags | <ul style="list-style-type: none"> <li>• Basis For Business Unit 2: Describing Products</li> <li>• Grammar: Introduction to the passive<br/>Focus: simple present passive</li> </ul>                                                                                   |
| 3. Tag | vormittags  | <ul style="list-style-type: none"> <li>• An introduction to telephoning in a business setting</li> </ul>                                                                                                                                                               |
|        | nachmittags | <ul style="list-style-type: none"> <li>• Basis For Business Unit 3: Looking Back (includes phone calls)</li> <li>• Grammar: simple past; simple past passive<br/>Modal helping verbs: <i>can, could, be able to</i></li> </ul>                                         |
| 4. Tag | vormittags  | <ul style="list-style-type: none"> <li>• Business correspondence: An introduction to email writing</li> </ul>                                                                                                                                                          |
|        | nachmittags | <ul style="list-style-type: none"> <li>• Basis For Business Unit 4: Getting Your Message Across (includes small talk and email writing)</li> </ul>                                                                                                                     |
| 5. Tag | vormittags  | <ul style="list-style-type: none"> <li>• Basis For Business Unit 4: Getting Your Message Across (<i>continued</i>)</li> <li>• Grammar: adjectives and adverbs<br/>Modal helping verbs (<i>continued</i>): <i>must(n't), (not) have to, can't, need(n't)</i></li> </ul> |
|        | nachmittags | <ul style="list-style-type: none"> <li>• Watch &amp; Talk 1 (video)</li> <li>• Progress check Units 1 - 4</li> <li>• Final "problem clinic" (questions about any language or communication problems) / Feedback</li> </ul>                                             |

\*Änderungen vorbehalten (subject to change)