



BUSY SUMMER

Seminar Title:

Telefonieren und Korrespondieren -
get through on the phone and by
email

Level according to CEFR:

A2/B1

**Short Description of the Course
Goals:**

Much of international business communication takes place on the phone. Unfortunately, many of us feel at an even greater disadvantage in a foreign language when we can't see the person we're speaking to. Words and getting them right – or wrong – become our only way to communicate.

Main Contents:

Our seminar will take you through the phrases needed at every stage of a typical phone call, including strategies for rescuing a phone call that is going wrong.

There will be plenty of opportunity to practise these skills in a realistic manner with the other participants in your seminar group. Your trainer will provide feedback and the chance to try again until you are feeling much more confident.

Possible TELC Exam, if required:

Zertifikat Deutsch B1



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