

Übersicht der behandelten Einzelthemen zur Vorlage beim Arbeitgeber

	Einzelthemen	09.00 – 15.45 Uhr 8 UStd. à 45 Min.
1	Introduction Greeting someone you know and someone you don't know Offering help Making small talk about the trip Talking about travel options	Montag
2	Introduction Arriving at a company Asking questions and explaining the schedule Asking and giving directions around the office Checking understanding	Dienstag
3	Introduction Welcoming a visitor Introducing colleagues Talking about people you both know Talking about where you are from Departments	Mittwoch
4	Introduction Asking for and giving sightseeing tips Asking for and giving directions Inviting – Accepting or refusing invitations Talking about what to eat – helping with the menu Ordering and paying for a meal	Donnerstag
5	Introduction Small talk: Starting a conversation, keeping it going and Ending a conversation Talking about the weather, family relationships and Free-time activities Taking part in discussions	Freitag

Lehrwerk:
English for Socializing and Small Talk, A2
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