

Übersicht der behandelten Einzelthemen zur Vorlage beim Arbeitgeber

	Einzelthemen	09.00 – 15.45Uhr 8 UStd. à 45 Min.
1	Getting started: Welcoming and introducing Planning a meeting Postponing and rescheduling Opening a meeting Small talk Stating objectives Keeping a conversation going	Montag
2	Making a point: Reporting progress Interrupting and clarifying Linking phrases Polite phrasing Simple past and present perfect	Dienstag
3	Expressing an opinion: Agreeing and disagreeing Diplomatically voicing dissatisfaction Diplomatic language Positive suggestions	Mittwoch
4	Reaching agreement and concluding: Negotiating offers Minutes Closing a deal Conditional sentences Collocations for accepting/declining offers Confirming and closing	Donnerstag
5	Virtual meetings: Ground rules for virtual meetings Start and end of teleconferences Stating rules Indirect statements Explaining what others can't see Possible issues and how to deal with them...	Freitag

Lehrwerk:
English for Meetings
Short course, book with audios,
Cornelsen Verlag, ISBN 978-3-464-20344-6