

Business English B1+ Presentations, Meetings, Negotiations
Bildungsurlaub, VHS Köln

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Übersicht der behandelten Einzelthemen zur Vorlage beim Arbeitgeber

	Einzelthemen	09.00 – 15.45 Uhr 8 UStd. à 45 Min.
1	<u>Presentations</u> • Start and describe the structure • Introduce new ideas and refer to other points • Introduce visual aids & express numerical information • Draw comparisons and explain outcomes	Montag
2	<u>Presentations</u> • Summarize main points & make recommendations • Deal with interruptions • Deal, anticipate and reformulate questions • Use the correct grammar to describe trends	Dienstag
3	<u>Meetings & Negotiations</u> • Arrange, plan and reschedule meetings • State objectives • Discuss facts • Provide reasons and explanations	Mittwoch
4	<u>Meetings & Negotiations</u> • Deal with offers • Express Agreement & disagreement • Present proposals and counterproposals • Move negotiations along	Donnerstag
5	<u>Meetings & Negotiations</u> • Calm situations and resolve problems • Summarize results • Express decisions & deadlines • End a meeting	Freitag