



Chief Officer Technologytransfer und Internationalization – International Office

## **ENGLISH WORKSHOP „BUSINESS ENGLISH“ (PLANNED AS AN ON-SITE EVENT)**

**COMPONENTS OF  
THE SPRINT  
PROGRAM:**

**TARGET GROUP:** Participants who have an A2-B1 level of English

**LANGUAGE OF  
INSTRUCTION:** Englisch

**DATE AND TIME:** Wednesday, November 9, 2022, 9:00 am – 4:00 pm

**MEETING PLACE:** tba

This workshop builds the skills for effective communication in the business environment. These include, for example:

- Attending meetings
- Writing an e-mail
- Presenting
- Negotiating
- Small talk with business partners
- Telephoning

