

**Inhalte**  
**Gepr. Fremdsprachenkorrespondent/-in**  
**Englisch (2016 – 2018)**

Stand: 12.12.2016

<p><b>Modul 1 Niveau B1 (36 UStd.)</b></p> <p><b><u>Introduction into the Business World</u></b></p> <ul style="list-style-type: none"> <li>• Welcoming people and socializing</li> <li>• Telephoning</li> <li>• Working together</li> <li>• Plans &amp; projects</li> <li>• Negotiating</li> <li>• Work experiences</li> <li>• Making arrangements on the phone</li> <li>• Memos and reports</li> <li>• In-house correspondence</li> <li>• Cultural matters</li> <li>• Grammar revision</li> </ul>	<p><b>Modul 2 Niveau B1/B2 (36 UStd.)</b></p> <p><b><u>Correspondence in Business Life</u></b></p> <ul style="list-style-type: none"> <li>• Layout of business correspondence</li> <li>• Letter and E-mail writing (enquiry, offer, order and acknowledgements, advices of despatch, invoices, making and dealing with complaints, reminders)</li> <li>• Correspondence in business transactions</li> <li>• Letter writing according to international standards on PC</li> <li>• Grammar revision</li> </ul>
<p><b>Modul 3 Niveau B1/B2 (48 UStd.)</b></p> <p><b><u>Company Facts</u></b></p> <ul style="list-style-type: none"> <li>• Management structures</li> <li>• Job application</li> <li>• Plans and schedules</li> <li>• Meetings</li> <li>• Presentations</li> <li>• Business small talk</li> <li>• Grammar revision</li> </ul>	<p><b>Modul 4 Niveau B2 (48 UStd.)</b></p> <p><b><u>Roles and Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Taking part in negotiations</li> <li>• Projects and schedules</li> <li>• Delegating</li> <li>• Professional communities</li> <li>• Cultural differences</li> <li>• Project work</li> <li>• Grammar revision</li> </ul>
<p><i>Im Modul 4 ist Teilnahme an der Prüfung der „London Chamber of Commerce and Industry“, (LCCI) Level 2, möglich (Prüfung im Juni 2017)</i></p>	
<p><b>Modul 5 Niveau B2 (36 UStd.)</b></p> <p><b><u>Media and Translations</u></b></p> <ul style="list-style-type: none"> <li>• The world of press releases and TV</li> <li>• Tele- and press conferences</li> <li>• Translations of authentic texts</li> <li>• Listening of authentic language</li> <li>• Mediation of written texts &amp; listening</li> <li>• Fairs and exhibitions</li> <li>• Writing comments on current topics</li> <li>• Grammar revision</li> </ul>	<p><b>Modul 6 Niveau B2/C1 (36 UStd.)</b></p> <p><b><u>Management Tasks</u></b></p> <ul style="list-style-type: none"> <li>• On-the-job training</li> <li>• Managing people</li> <li>• Project management</li> <li>• Describing and analysing processes</li> <li>• International teams</li> <li>• Dealing with conflicts</li> <li>• Business strategies</li> <li>• Grammar revision</li> </ul>
<p><i>Nach Modul 6 und 7 oder im Modul 8 ist Teilnahme an der Prüfung der „London Chamber of Commerce and Industry“, (LCCI) Level 3, möglich (Prüfung im Januar, März oder Juni 2018)</i></p>	
<p><b>Module 7 und 8 und Intensivlehrgang Niveau C1 (162 UStd.)</b></p> <p><b><u>Prüfungsvorbereitung:</u></b> Vorbereitung auf die Prüfung „Geprüfte/r Fremdsprachenkorrespondent/-in IHK“ (schriftlich und mündlich) der Industrie- und Handelskammer Ostwestfalen zu Bielefeld am <b>3. September 2018</b>.</p>	

