

**Inhalte**  
**Gepr. Fremdsprachenkorrespondent/-in**  
**Englisch (2019 – 2021)**

<b>Modul 1 Niveau B1 (60 UStd.)</b>	<b>Modul 2 Niveau B1/B2 (66 UStd.)</b>
<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 and making arrangements</li> <li>• Working together</li> <li>• Plans &amp; projects</li> <li>• Negotiating</li> <li>• Work experiences</li> <li>• Management structures</li> <li>• Job application</li> <li>• Grammar revision</li> </ul>	<p><b><u>Company Facts and Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Plans and schedules</li> <li>• Meetings</li> <li>• Presentations</li> <li>• Business small talk</li> <li>• Cultural matters</li> <li>• In-house correspondence</li> <li>• Projects and schedule</li> <li>• Delegating</li> <li>• Professional communities</li> <li>• Project work</li> <li>• Grammar revision</li> </ul>

<b>Modul 3 Niveau B1/B2 (24 UStd.)</b>	<b>Modul 4 Niveau B2 (72 UStd.)</b>
<p><b><u>LCCI Exam Level 2</u></b></p> <ul style="list-style-type: none"> <li>• Business letter writing</li> <li>• Memos and reports</li> <li>• Text comprehension</li> <li>• Grammar revision</li> </ul>	<p><b><u>Media and Translations</u></b></p> <ul style="list-style-type: none"> <li>• At a trade fair</li> <li>• The world of press releases and TV</li> <li>• Tele- and press conferences</li> <li>• Translation/listening of authentic texts</li> <li>• Listening of authentic language</li> <li>• Mediation of listening and written texts</li> <li>• Writing comments on current topics</li> <li>• On-the-job training</li> <li>• Grammar revision</li> </ul>

*Im Modul 3 Möglichkeit der Teilnahme an der **LCCI-Prüfung** (London Chamber of Commerce and Industry) **Level 2** (Prüfung im Juni 2020)*

<b>Modul 5 Niveau B2/C1 (60 UStd.)</b>	<b>Modul 6 Niveau B2/C1 (24 UStd.)</b>
<p><b><u>Business to Business</u></b></p> <ul style="list-style-type: none"> <li>• Enquiries</li> <li>• Offers and comparing offers</li> <li>• Orders, order confirmation and cancellation</li> <li>• Payment and Reminders</li> <li>• Delivery</li> <li>• Complaints and adjustments</li> <li>• Marketing and sales</li> <li>• Translation from and into English on business and political topics</li> </ul>	<p><b><u>Prüfungsvorbereitung schriftlich/mündlich</u></b></p> <p><b><u>Intensivlehrgang (18 UStd.)</u></b>              Wiederholung der IHK-prüfungsrelevanten Themen</p> <p><b><u>Termin nach Absprache (6 UStd.)</u></b>              Vorbereitung auf die mündliche IHK-Fremdsprachenkorrespondentenprüfung</p>

*Im Modul 5 Möglichkeit der Teilnahme an der **LCCI-Prüfung** (London Chamber of Commerce and Industry) **Level 3** (Prüfung im November 2020)*

**Prüfung „Gepr. Fremdsprachenkorrespondent/-in Englisch IHK“ der Industrie- und Handelskammer Ostwestfalen zu Bielefeld am 18. Mai 2021**

Stand: 25.03.2019

