

WPK Jahrgang 9/10

Business English

Content:

- Writing a CV
- Applying for a job
- Having a conversation in the office
- Being on the Telephone
- Having a conference
- Writing business letters
- The departments of a company
- Reading a business crime-story

Aims:

In this course you will learn how to get around the business world in English.

Main target is to improve your communication skills.

- Notice that this is only possible by learning new words, too.

Social conditions:

We will work in teams as well as on your own.

The grading:

One test

One presentation

Several communicational situations

Participation in class

Dieser Kurs kann gewählt werden von:

- allen Neuntklässlern
- allen Zehntklässlern (auch wenn sie den Kurs schon in der 9. Klasse belegt hatten)