

Universitätszertifikat

Herr Christian Urban

hat am Fachbereich Wirtschaftswissenschaften der Universität Duisburg-Essen
in der Zeit vom 17. April 2007 bis zum 3. Juli 2007 an dem Seminar

Wirtschaftsenglisch

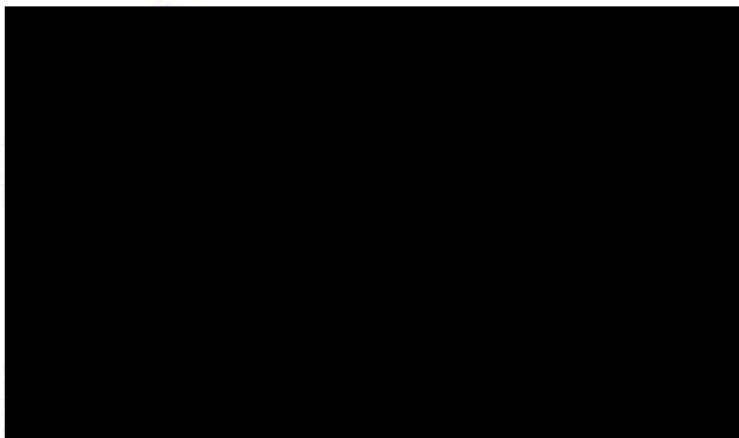
erfolgreich teilgenommen.

Für den Erwerb des Hochschulzertifikates hat Herr Christian Urban die geforderten Leistungsnachweise mit folgenden Noten erbracht:

Klausur: 1,0

Essen, 3. Juli 2007

Wissenschaftliche Leitung:



J. Koch, Master of Science
Dozent



This course aims to provide the students with practical experience of using Business English and to deepen and to reinforce the existing knowledge of Business English. The course emphasises those skills needed in the modern English business correspondence.

The course focuses on the following topics:

- writing business letters: enquiries, offers, orders
- note taking and writing memos based on telephone conversations
- role plays: telephone conversations, meetings
- extension of business vocabularies with intensive exercises
- job applications: cover letter, curriculum vitae, interviews
- presentations on current business topics with discussions
- efficient reading and understanding of business texts

In addition to language training, the course contributed to the practice of personal skills:

- teamwork,
- making presentations,
- creativity.

The course covered 30 hours workload. That equals 1 credit about the European Credit Transfer System (ECTS).