

# Certificate in Management

## Zusatzmodul English for Management Studies

**Inhalte und Ausbildungsziele** This course aims to develop and improve your English language competences in business related fields.

The course covers different topics such as:

- Intercultural Management and Communication
- Marketing
- Human Resource Management
- Business Ethics
- the Language of Meetings
- Presenting in English

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The contents may vary according to the group.

At the end of the module students are expected to be able to:

- demonstrate understanding of the main ideas of complex speech in various business settings. (*listening*)
- extract information, ideas and opinions from complex texts (e.g. reports, commentaries, newspaper articles). (*reading*)
- express their own ideas and opinions in conversations and discussions about business related subjects. (*spoken interaction*)
- give a short presentation on a subject in their field of studies. (*spoken production*)

**Lernform** group work, discussion, presentations, case studies

**Form der Prüfungsleistung** presentation / written test incl. listening comprehension

**Dozentin** Kirstin Reil, MBA

**Termine** 7./8. Oktober 2011, 11. Oktober 2011  
1. November 2011, 4./5. November 2011, 8. November 2011,  
18. November 2011, 29. November 2011  
6. Dezember 2011, 16./17. Dezember 2011

dienstags und freitags von 18 – 21.15 Uhr, samstags von 9 – 17 Uhr