



DURATION, DAY AND TIME: 5 x 90 minutes each | max. 6 participants

(ONLINE) PRESENTATIONS

WED 9.30-11.00

This course is designed to offer a mix between preparation for face-to-face presentations as well as for the currently increased load of online presentations. The course will cover:

- Typical phrases + online phrases extension
- How to structure information so that it is clear and easy to follow
- Strategies for Q&A sessions

Participants can try out their presentations online within the group via screen sharing and so simulate the real situation and receive feedback.

(ONLINE) MEETINGS & TELCONFERENCES

MON 16.30-18.00

This course offers a combination of language for face-to-face meetings and online meetings and teleconferences. The course will cover::

- Chairing a meeting
- Language for participating in meetings
- How to structure ideas so that they are clear (without visual input)
- Language of diplomacy

EMAILING

TUE 17.30-19.00

This course contains a lot of “tried and tested” language but also offers the possibility of customization in terms of vocabulary and phrases needed. The course will cover:

- Structure and language rules of English emails
- Formality, informality
- Typical phrases + participant specific ones

Participants can share some of their emails individually with the trainer and receive feedback.

INFORMATION

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SPIDI QUICK WINS - the benefits

motivating – engaging – feels good