

## **Themen für Wahlpflichtkurs Business English**

Buch: New Basis for Business Pre-intermediate, Cornelsen

### **Klasse 9**

1. talking about your job and company ( addresses, phone numbers, etc.)
2. meeting people – small talk at business meetings
3. talking about company and personal projects
4. office vocabulary
5. telephone phrases and voicemail messages
6. talking about life and career
7. writing formal applications
8. phoning for product information
9. ordering products
10. completing order forms
11. global customs and business etiquette
12. writing emails – everyday email phrases
13. dealing with office life - urgent phone calls
14. talking about prices and terms
15. quoting prices and terms

### **Klasse 10**

1. the layout of a business letter
2. writing a first contact letter
3. reply to a first contact letter
4. asking for a quotation
5. understanding incoterms
6. talking about and making business arrangements
7. making and changing appointments
8. being clear about prices
9. reading an invoice
10. talking about graphs and sales figures
11. arranging a business trip – bookings flights and hotel
12. writing a fax
13. reading documents, queries about an invoice
14. looking after a company visitor
15. explaining a menu and making small talk
16. writing a business invitation

In der 10. Klasse können die Schüler ein international anerkanntes Sprachzeugnis erwerben.  
Kostenbeteiligung von z.Zt. 43 €.