



Course Description

In small groups, participants will gain the ability to use telephoning and e-mail writing in English related to their professional context.

Aims

Being able to use phrases for telephoning and e-mail writing
Applying varying levels of politeness effectively

Content

Topics will be determined with the participants at the beginning of the course.

Target Group

Alle Mitarbeiter*innen der FHWN

Method

Continuous Assessment

Course Format

Part 1:

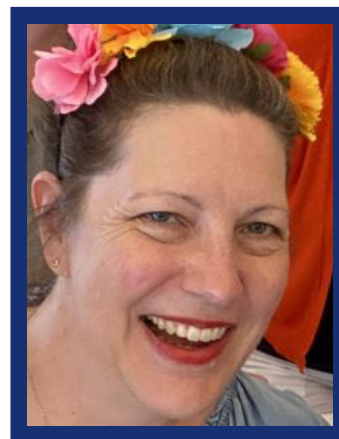
Thursday, 9th of January 2025, 9-10:30 am (MS Teams)
Thursday, 16th of January 2025, 9-10:30 am (MS Teams)
Thursday, 23rd of January 2025, 9-10:30 am (MS Teams)
Thursday, 30th of January 2025, 9-10:30 am (MS Teams)

Part 2:

Thursday, 20th of February 2025, 9-10:30 am (MS Teams)
Thursday, 27th of February 2025, 9-10:30 am (MS Teams)
Thursday, 6th of March 2025, 9-10:30 am (MS Teams)
Thursday, 13th of March 2025, 9-10:30 am (MS Teams)

Enrolement

Course Enrolement



**Ingrid Martschini, BA
CELTA**

Wissenschaftliche Mitarbeiterin im Institut für Sprachen, Lehrbeauftragte (Englisch) bei der FHWN seit September 2002, Lehre in den Fakultäten Technik, Gesundheit, Wirtschaft und Sport, sowie FH Kids Forscherferien, Uni Aktiv Plus, Business Across Cultures Workshop für BG Babenbergerring, Übersetzungen und Korrekturlesen, Mitglied Arbeitsausschuss für Gleichstellung & Diversität
Schwerpunkte:

- Lebenslanges Lernen
- Interdisziplinäre Kooperationen
- Planung und Ressourcen für unterschiedliche Lehrkontexte