

Hochschule Rhein-Waal | Rheine-Waal University of Applied Sciences
Faculty of Society and Economics
Winter Semester 2021/22

Name of workshop: Business English
Date and Time: 6th September, 2021 and 09:00 ~ 16:30
Lecturer: Elisabeth Tan (M.Ed-TESOL Int'l)
Room no: 03 02 028
Email: elisabeth.tan@hochschule-rhein-waal.de
Webex room: <https://hsrw.webex.com/meet/elisabeth.tan>
Academic Writing Support Moodle: <https://moodle.hochschule-rhein-waal.de/course/view.php?id=5952#section-0>
Workshop Moodle Link: <https://moodle.hochschule-rhein-waal.de/course/view.php?id=7846>

Objectives

The aim of this orientation workshop is to introduce to students the very useful skills for students to be prepared for the first semester here at our faculty and university. We will be looking at communication skills; writing skills such as note taking, writing cover letters and CV writing; and tips to pay attention to when doing presentations. Last but not least, useful techniques to remember so that you continue to build additional vocabulary for your study fields on top of the ones you have from your secondary school/high school/gymnasium.

Note:

1. Due to the current pandemic situation, this workshop will be conducted online. The webex link could be found above the information section.
2. I will be online 30 minutes before the workshop commence so that you could try the webex link out and straighten any technical issues.
3. You are encouraged to participate in this online workshop.
4. There are notes available in the Moodle and the Moodle link is in the information section above. I believe that you need a password to get to the moodle, please contact Ms. Dorrit Klapdor.
5. Slides are not available for this workshop as the notes pertain all the necessary information needed.
6. If you had to miss this workshop on this day, video tutorials are available for you and the links are in the Moodle. You are responsible to watch the topics that you have missed.

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7. There are no assignments for this workshop but do not be shy to ask questions during the workshop.

Topics covered:

- Email etiquette and communication
- Critical Thinking
- Note Taking
- Cover letter and CV
- Presentation
- Building your vocabulary (if Time Permits, if not, it will be covered on Day 2)

Resources and to read more about the topic:

- Critical Thinking: <https://student.unsw.edu.au/critical-thinking>
- Taking Notes: <http://www2.open.ac.uk/students/skillsforstudy/taking-notes-from-speech.php>
- Presentations: <https://www.englishclub.com/speaking/presentations-pres.htm>