

TUM Sprachenzentrum

Semester Break English Coaching Program
Fall 2018

English Coaching Seminars (5 days, 3 x 45 minutes/day)

MUNICH CAMPUS

[Advanced Office English \(Main Campus\)](#)

Level - Advanced: How to conduct meetings and negotiations, discussing teamwork and administrative organization, and other topics of interest for those who would like to practice their English in a small group at a high level. Participants should bring their own ideas as well!

Date/Time: September 10th-14th (10:30-13:00), Room 100, Richard-Wagner-Str. 3

To register, contact Pauline Jansen van Rensburg at: pauline.jansen@tum.de

[English for the International Classroom \(Main Campus\)](#)

Level - Upper-Intermediate to Advanced: English skills for graduate students/instructors and those with any need to work with students of a diverse background using English to communicate. Plenty of speaking practice, some emailing tips, cultural differences in making requests or giving directions, ways to avoid misunderstandings, and discussions/role plays.

Date/Time: September 17th-21st (15:00-17:30), Room 100, Richard-Wagner-Str. 3

To register, contact Tina Schrier at: schrier@zv.tum.de

[Intermediate Office English \(Main Campus\)](#)

Level - Intermediate: How to conduct meetings and negotiations, discussing teamwork and administrative organization, and other topics of interest for those who would like to practice their English in a small group at a high level. Participants should bring their own ideas as well!

Date/Time: October 8th-12th (14:00-16:30), Room 2026, Karlstr. 45

To register, contact Elizabeth Hamzi-Schmidt at: hamzi-schmidt@zv.tum.de

For more information and to register for a seminar, please contact the lecturer.

All Seminars are **free** to TUM Faculty members, staff and graduate students.
Course participants will be awarded an attendance certificate from the Language Center.

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GARCHING FORSCHUNGSZENTRUM

Advanced Office English (Garching-FZ)

Level - Upper Intermediate to Advanced: New and revised office English! How to conduct meetings and negotiations, discussing teamwork and administrative organization, and other topics of interest for those who would like to practice their English in a small group. Special focus on administrative tasks dealing with students and interacting with international staff.

Date/Time: September 17th-21st (12:30-15:00) Room MW 1010 Sprachlabor

To register, contact Pauline Jansen van Rensburg at: pauline.jansen@tum.de

English on the Job (Garching-FZ)

Level - Intermediate: All English skills related to careers and employment.

Participation in an interview from both sides of the desk (holding and giving an interview), job queries both over the telephone and in writing, dealing with Human Resources, and of course, how to write different kinds of documents (CVs, cover letters, letters of motivation). Practice using English as it relates to the application process.

Date/Time: September 24th-28th (14:00-16:30) Room MW 1010 Sprachlabor

To register, contact Elizabeth Hamzi-Schmidt at: hamzi-schmidt@zv.tum.de

Science Communication (Garching-FZ)

Level - Upper In-

termediate to Advanced English skills for graduate students/instructors and those with any need to write about science for publication and research. Using many examples, the seminar will strive to cultivate practical communication skills, with particular emphasis on effective speaking, writing, and exhibiting on scientific and science-related topics to a variety of audiences.

Date/Time: October 8th-12th (15:00-17:30) Room MW 1010, Sprachlabor

To register, contact Tina Schrier at: schrier@zv.tum.de

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Writing in Academic Contexts: Coaching Seminars
(4 x 45 minutes/one day)

GARCHING FORSCHUNGSZENTRUM

The Art of Writing Abstracts

Garching-FZ: Tuesday, September 18th (11:00-12:30 & 13:30-15:00) Room MW 0234
Contact/Registration: starck@zv.tum.de

Writing a Review of the Literature for Scientific Papers

Garching-FZ: Wednesday, September 19th (11:00-12:30 & 13:30-15:00) Room MW 0234
Contact/Registration: starck@zv.tum.de

Grant and Proposal Writing

Garching-FZ: Thursday, September 20th (11:00-12:30 & 13:30-15:00) Room MW 0234
Contact/Registration: starck@zv.tum.de

Academic Posters

Garching-FZ: Wednesday, September 26th (11:00-12:30 & 13:30-15:00) Room MW 0234
Contact/Registration: schrier@zv.tum.de

Train for English Standardized Tests

Garching-FZ: Thursday, September 27th (11:00-12:30 & 13:30-15:00) Room MW 0234
Contact/Registration: schrier@zv.tum.de

For more information and to register for a seminar, please contact the lecturer.

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