



Technische Universität München

# SPRACHENZENTRUM



## Semester Break English Coaching Program Fall 2016

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

#### English on the Move

*Level: Intermediate* For academics or anyone travelling abroad—conferences, travel, small talk, and intercultural skills. How to avoid a faux pas when giving that important talk or presentation, or when socializing with your hosts. Plenty of opportunities for speaking practice.

**Main Campus: Sept. 26<sup>th</sup>-30<sup>th</sup> (14:00-16:30) Contact/Registration: [hamzi-schmidt@zv.tum.de](mailto:hamzi-schmidt@zv.tum.de)**

#### English on the Job

*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 job application process.

**Garching: Sept. 12<sup>th</sup>-16<sup>th</sup> (14:00-16:30) Contact/Registration: [hamzi-schmidt@zv.tum.de](mailto:hamzi-schmidt@zv.tum.de)**

#### 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!

**Main Campus: September 12<sup>th</sup>-16<sup>th</sup> (15:00-17:30). Contact: [schrier@zv.tum.de](mailto:schrier@zv.tum.de)**

#### Advanced Office English- Garching

*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!

**Garching: Sept. 19<sup>th</sup>-23<sup>rd</sup> (15:00-17:30) To sign up/information: [schrier@zv.tum.de](mailto:schrier@zv.tum.de)**

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



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## Semester Break English Coaching Program Fall 2016

### ***Writing in Academic Contexts – Seminars (4 x 45 minutes/one day)***

#### [The Art of Writing Abstracts](#)

***Garching:*** Tuesday, 4<sup>th</sup> October (11:00-12:30 & 13:30-16:00)

To sign up or for more information: [\*\*starck@zv.tum.de\*\*](mailto:starck@zv.tum.de)

#### [Writing a Review of the Literature for Scientific Papers](#)

***Garching:*** Wednesday, 5<sup>th</sup> October (11:00-12:30 & 13:30-16:00)

To sign up or for more information: [\*\*starck@zv.tum.de\*\*](mailto:starck@zv.tum.de)

#### [Grant and Proposal Writing](#)

***Garching:*** Thursday, 6<sup>th</sup> October (11:00-12:30 & 13:30-16:00)

To sign up or for more information: [\*\*starck@zv.tum.de\*\*](mailto:starck@zv.tum.de)

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