17th International Project Week 2015
4th – 8th May 2015

Project Description

Lecturer: Linda Turner

University/Company: Linda Turner, BA, MSc (freelance translator and editor)

Country: Tschechien

Effective Business Meetings in English

Content: Preparing for and running effective business meetings in English.

Methods: Handouts, audio visual materials and role plays

Competences and skills to be acquired:
Writing and keeping to an agenda (including timekeeping), chairing and participating in meetings, following business etiquette and dealing with cultural differences in international business meetings.

Prerequisite:

Language of instruction: English

Suitable studies: PUMA, PMG, RET, BW/IBW