

# BUSINESS ENGLISH



## Mögliche Unterrichtsinhalte

### APPLICATIONS

- getting to know different jobs
- understanding job advertisements
- writing letters of applications
- writing your CV
- having a job interview



### FIRST STEPS IN A NEW POSITION



- office equipment
- talking on the phone
- having small talk
- knowing about cultural differences
- writing business letters

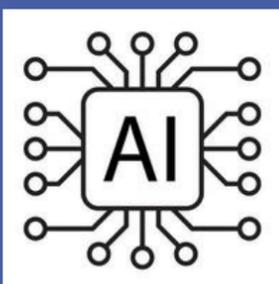
### MEETINGS

- agreeing on a date
- writing the agenda
- writing the minutes
- taking part in a discussion



### YOUNG ENTREPRENEURS

- starting your company
- product development & marketing
- using AI in a business context



### LEISTUNGSBEWERTUNG & ARBEITSFORMEN

- zwei Klassenarbeiten pro Schuljahr
- MüPrü möglich
- Gruppenarbeiten
- Rollenspiele & Simulationen
- externe Prüfungen

