

Lehrplan Fachenglisch

1. Halbjahr

Technical English:

1. Introductions/partner interviews, basic computer vocab: The Keyboard
2. Telephoning
3. Computer Language 2: Computer systems and components: Input and Output devices, The Scanner/how a flatbed scanner works
4. Technical Terms - Print&Production: Manuals; PrePress
5. KA; PC problems
6. Troubleshooting/Phoning the helpdesk

2. Halbjahr

Business English with refernce to print&production topics:

7. Introduction: Writing Business Letters, a) Enquiries
8. b) Confirming Enquiries, c) Offers
9. d) Placing Orders; Ordering new computer/printing equipment
10. e) Confirmation of Orders
11. f) Complaints and Adjustments
12. KA; Communication practice: Talking to customers
13. Model exams/exam preparation