

Seminarfragebogen Englisch-Schulung Advanced-Level

Sehr geehrter Kursteilnehmer, um eine für Sie optimale Schulung durchführen zu können, beantworten Sie bitte die folgenden Fragen.

Sie haben die Möglichkeit, den Fragebogen während der Öffnungszeiten persönlich in unserem Büro in Obernburg abzugeben oder per Post zu schicken.

Vielen Dank für Ihre Mitarbeit zur optimalen Durchführung der anstehenden Schulung.

Um Sie für den richtigen Kurs einplanen zu können, bitten wir um folgende Angaben:

Name: _____

Vornamen: _____

Firma: _____

Telefon **privat** _____

beruflich _____

@Mail _____

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Wo haben Sie bisher Englisch gelernt? (Mehrfachnennungen möglich)

- Schule
- Selbststudium
- Firma
- Sonstiges

Haben Sie nach der Schule einen Englischkurs besucht?
Wenn ja, wie lange und mit welchem Lehrwerk.

Wie lange haben Sie Englisch in der Schule gelernt und wo setzen Sie die Sprache ein?

- Jahre
- privat beruflich

Wie viele Jahre ist das her?

Jahre

Bitte lesen Sie die Fragen genau durch und tragen sie gegebenenfalls Ihre Antworten in den dafür vorgesehenen Lückentext ein.

Vielen Dank für Ihre Unterstützung!

A) Schreiben Sie Fragen zu den folgenden Aussagen und ergänzen Sie die Kurzantworten.

Sir Alexander Fleming discovered penicillin.

Did Sir Alexander Fleming discover penicillin?

Yes, he did.

1. Indira Ghandi was an Indian politician.

Was

?

Yes, she _____.

2. Louis Armstrong recorded his 'West End Blues' in London.

?

No, he _____.

3. John Harvey and Keith Kellogg were brothers.

?

Yes they _____.

4. Bill Gates founded his own business.

?

Yes, he _____.

5. Einstein was born in Switzerland.

?

No, he _____.

B) What would you say?

Saying the right thing is important, both in formal and informal business situations. Find the **best response** to match the typical English social expressions (1) to (10).

- | | |
|---|---|
| 1. Hello I'm Gill Bates. | a) Yes, it's beautiful. |
| 2. How are you? | b) What would you recommend? |
| 3. What can I get you to drink? | c) Oh, what a pity! |
| 4. What would you like to start with? | d) Never mind. It doesn't matter. |
| 5. I'm afraid I have to be going now. | e) How do you do? I'm Michael Mouse. |
| 6. Thanks for a lovely evening | f) Not at all. It's been a real pleasure. |
| 7. Do you mind if I open the window? | g) Fine thanks. And you? |
| 8. Would you like to come for dinner on Saturday? | h) No, it is my turn. What'll you have? |
| 9. Lovely weather, isn't it? | i) Thank you. That would be really nice. |
| 10. I'm afraid I've forgotten the file again. | j) Not at all. Go ahead! |

C) Prepositions!

How well do you know your business English prepositions? What are the missing words in the following sentences?

1. I work _____ the personnel department _____ IBM.
2. I'm working _____ a new project.
3. Don't panic. Everything is _____ control.
4. Last year we increased profits _____ 18 per cent.
5. We want more participation _____ the decision-making.
6. We can't predict the result _____ this stage.
7. There was a 10 per cent reduction _____ the workforce.
8. You have to focus more _____ the needs of the customer.
9. There's been a dispute _____ working hours at the factory.
10. I deal _____ all the things that my boss is too busy to do.

D) Join them up!

Choose the correct word in colour to complete the following sentences.

- a. The train was full **because** – **so** – **when** they had to stand.
- b. We'll wait here **so that** – **until** – **while** you get back.
- c. I'm coming with you, **as** – **when** – **whether** you like it or not!
- d. She hasn't seen any of her school friends **as-** **since-** **so that** she left school five years ago.
- e. He gave his friend some money, **although** – **because** – **unless** he didn't have much himself.

E) Bilden Sie Fragen in der Vergangenheitsform, indem sie die Wörter in die richtige Reihenfolge bringen.

politician*was*Sherlock*a*Holmes?

Was Sherlock Holmes a politician?

1. Picasso*industrialist* an*was?

_____ ?

2. film*stars*and*Mozart*Chopin*were?

_____ ?

3. engineer*was*an*Ferdinand*Porsche?

_____ ?

4. was*scientist*a*Albert Einstein?

_____ ?

5. Agatha Christie*was*an artist

F) Telephone Quiz

Decide which of the three expressions mean the same as the expression printed in **bold**.

Hold on, please.

- Would you like to hang about?
- Would you like to hang up?
- Just a moment, please.**

I'm putting you through.

- I'll connect you now.
- I'm putting you on hold now.
- I'm letting you through.

You're breaking up.

- You don't sound well.
- I can't hear you very well.
- You're divorced

Are you Mr Smith?

- Mr Smith speaking?
- Speak I with Mr Smith
- Is that Mr Smith?

G) Check the correct answer

Nobody objects _____ security checks at airports any longer.

- have
- having
- to having
- to have

I haven't heard from him for ages but I _____ a call any day now.

- have expected
- am expecting
- will be
- will expect

I'm completely _____ cash at the moment. Do you think you could possibly lend me some.

- all out
- out
- out of
- outside

She looks just _____ her mother.

- as
- how
- so
- like

The customer _____ complaint we received yesterday is on the phone now.

- which
- who
- who's
- whose

By the way John, your wife phoned _____. Could you call her back?

- an hour
- an hour ago
- an hour past
- before an

They always had cooked _____ before they went to work in the morning.

- supper
- dinner
- breakfast
- menu

H) Business communication

Do you know the right things to say on the telephone, in meetings and negotiations and during presentations? Which is the best expression for each of these business situations?

1. You are making a phone call. You want to reach Stella Smith.

- a) Could you put me on to Stella Smith, please?
- b) Could you put me up to Stella Smith, please?
- c) Could you put me over to Stella Smith, please?
- d) Could you put me through to Stella Smith, please?

2. You are making a phone call. You have a message from someone who tried to call you when you were out. You are now talking to her colleague.

- a) Could I speak to Maggie May, please? I'm returning her call.
- b) Could I speak to Maggie May, please? I'm sending back her call.
- c) Could I speak to Maggie May, please? I'm reaching her again.
- d) Could I speak to Maggie May, please? I'm recalling her.

3. You are making a phone call. You have not understood what the other person is saying.

- a) Could you say again, please?
- b) Repeat, please.
- c) Could you repeat that, please?
- d) Will you please say this again?

4. You are taking part in a meeting. It is ten minutes before the end, and you still have a lot to discuss.

- a) Time is running away.
- b) We don't have much time left.
- c) We are very short in time.
- d) We must move the minutes forward.

5. You are taking part in a meeting. Peter is not talking about the subject under discussion.

- a) Can you stick to the point, please, Peter?
- b) Peter, you have taken a big digression.
- c) You have wandered away from us, Peter.
- d) Please notice the agenda, Peter.

6. You are chairing a meeting. You are about to start the meeting.

- a) So, let us get the football rolling.
- b) OK, let's make a start.
- c) OK, we shall get down to business now.
- d) Please, ladies and gentlemen, may we be starting?

7. You are opening a presentation.

- a) I've divided my lecture into three main parts.
- b) I've cut my presentation into three main parts.
- c) I've divided my talk into three main parts.
- d) I've cut up my presentation into three main parts.

8. You are closing a presentation.

- a) Thank you for your attendance.
- b) Thank you for paying attention.
- c) Thank you for your attending.
- d) Thank you for your attention.

9. You are negotiating.

- a) If you give us 10 per cent off, we'll increase the size of our order.
- b) If you will give us 10 per cent off, we'll increase the size of our order.
- c) If you gave us 10 per cent off, we will be increasing the size of our order.
- d) If you gave us 10 per cent off, we'll increase the size of our order.

10. You are in a negotiation. You want to check that the other side accepts your summary of the agreement.

- a) Are you agree with that?
- b) Have you agree with that?
- c) Do you agree with that?
- d) May you be agreeable with that?

J) Find the mistake(s)

Do you know the typical mistakes that Germans make when they speak English internationally? If you do, you will be able to correct the mistakes in these sentences.

1. I always do a lot of mistakes when I speak English.
2. I am working for General Motors since five years.
3. I am the responsible of marketing.
4. We need more people who are good qualified.
5. My chief is not very tolerant.

Welche Inhalte sollten ihrer Meinung noch angeboten werden?

Vielen Dank für Ihre Mitarbeit !!!