

The English programme

Your support team for Austria's Council Presidency



In 2018 the VAB continues its successful series of English seminars designed to support you in the build-up to Austria's Presidency of the Council of the European Union in the second half of the year: **"The Presidency Suite"** is a series of 11 seminars, including two brand-new ones, targeting a range of specific needs. It is complemented by an individual coaching service for chairs.

This overview shows how each of these seminars can support you in your preparation – and throughout the Presidency:

Welcome to Austria—Receiving international guests

This seminar will help to get you ready, in just 1 day, to host European events and people from all over the Union.

Three-in-One—Meetings, presenting, small talk—in 1 day

Come to this seminar for a compact "survival kit" of key communication skills, from making professional small talk to participating in meetings and presenting yourself and your work.

International Meetings—Be confident about speaking up

Two days of intensive, practical training will teach you essential language and communication skills for various kinds of meetings, such as Council working groups.

Negotiating in English—Agreeing on texts and their wording

This 1-day follow-up to International Meetings focuses on reaching agreement on the formulation of a text at the negotiating table, e.g. on a draft directive.

Chairing Meetings—Be confident and competent in the chair

This 1-day follow-up to International Meetings will provide you with all the skills you need to be an effective chairperson in English.

Presentations-To-Go!—Expert help with your presentation—NEW

Bring the presentation you are working on, get individual support from the trainers, try it out and get audience feedback.

English for Europe—EU terminology and communication

This intensive, 2-day training package combines essential EU terminology with interactive practice of relevant communication skills.

Let's Talk about EU Law—Terminology and communication

This latest addition to the VAB Legal English Series activates essential legal language with a special focus on the law of the European Union.

Write Better Emails—A practical how-to guide

This hands-on, 1-day workshop will help you to efficiently handle your correspondence with your EU partners.

Drafting Professional Texts—Effective writing skills for the international arena

In this compact, 2-day version of our successful writing seminar you will focus on text types of particular relevance to the Presidency context, e.g. reports, positions and recommendations.

Speeches-To-Go!—Expert help with writing your speech or speaking notes—NEW

Bring the speech you are writing, get individual feedback and support, and put the finishing touches to it. (Not writing a speech but speaking notes? You can also bring those.)

Individual coaching for Council Working Group Chairs will be available until the end of the year.

If you require language support in preparing for your role as chair, contact Ursula Eder for further information: +43 1 531 15-207230 or ursula.eder@bka.gv.at.

Get the VAB English Pass



If you attend at least **12** English seminar days (from the selection on the next page or the predecessors of these seminars) between **2014** and **2018**, you can be awarded the **VAB English Pass**, consolidating all your VAB English training during this time in one impressive certificate.

Online support for your English

To help you stay on the ball between your training sessions at the VAB, we provide an **online follow-up** to seminars with interactive exercises on useful phrases, specialised terminology and more, as well as an **online vocabulary training app** for selected courses.

Which seminars should I choose?

BASIC ENGLISH

- ES-E 290 Basic English 1 
- ES-E 291 Basic English 2 

BRIDGING THE GAP

- ES-E 246 Brush up your English

ESSENTIAL FOR YOUR JOB

- ES-E 281 Welcome to Austria 
- ES-E 242 Getting it Right
- ES-E 275 Sound Check—Perfect your Pronunciation
- ES-E 272 Write Better Emails 
- ES-E 280 English on Friday
- ES-E 288 Summer at the Castle

SPECIALISED TOPICS

- ES-E 284 English for Europe 
- ES-E 273 Let's Talk about Administrative Law **NEW**
- ES-E 285 Let's Talk about EU Law 
- ES-E 248 Yes, Minister—English for Public Administration

PROFESSIONAL COMMUNICATION

- ES-E 295 Speeches-To-Go!  **NEW**
- ES-E 296 Presentations-To-Go!  **NEW**
- ES-E 282 Three in One—Meetings, presenting, small talk 
- ES-E 274 International Meetings 
- ES-E 283 Negotiating in English 
- ES-E 287 Chairing a Meeting 
- ES-E 211 Making Presentations
- ES-E 286 Drafting Professional Texts 
- ES-E 289 English Coaching for Chairs 

TAILORED TRAINING

- Tailor-made In-house Seminars

Basic English—if you feel you need to start again from the beginning.

Bridging the Gap—if you want to move on from your rusty school English to the kind of English you need for your work in public administration. These seminars systematically prepare you for more specialised seminars in this programme.

Essential English for your Work—if your English is OK but you want to improve your writing and speaking skills and your correctness in a work-related context. These seminars are for people who are still “bridging the gap”, as well as for those who have already moved on to more specialised training.

Specialised Topics and **Professional Communication**—these seminars help you focus exactly on the language skills and know-how that you need when working internationally in public administration.

The Presidency Suite—no matter how you’re involved in the Austrian EU Council Presidency, these seminars will provide tailor-made support to make you feel confident and well-equipped to handle it.

How do I know my level of English?

You may have heard of the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

Based on this system,

- level A2 means a basic knowledge of English;
- level B1 stands for rusty *Matura* level English;
- level B2 more or less represents the *Austrian Matura* level.

In the VAB English programme, we offer seminars on the following levels:

- Basic English: A2
- Bridging the Gap: B1
- Essential English for your Work: B1, B2 or higher
- Specialised Topics and Professional Communication: B1, B2 or higher

Click here for a description of levels as referred to above. No matter what level your English is, we have a seminar which will help you improve your communication with foreign contacts at work.

Any questions?

Contact Ursula Eder at +43 1 531 15-207230 or ursula.eder@bka.gv.at.

Basic English 1

Make a new start

Inhalt und Ziele

“Do you speak English?” Wer weiß, was für erfreuliche Gesprächssituationen sich aus diesen vier kurzen Worten ergeben könnten? Falls Sie seit der Zeit des Englischlernens in der Schule keine Gelegenheit hatten, Ihre Sprachkenntnisse weiterzuentwickeln, und sich daher gestresst und unbehaglich fühlen, wenn Sie wieder mit Englisch konfrontiert werden, kommen Sie zu diesem Kurs. In entspannter und heiterer Atmosphäre können Sie Ihre Sprachkenntnisse auffrischen. Sie erinnern sich möglicherweise an viel mehr, als Sie glauben!

Inhalte:

- Sprechen über sich selbst, über Hobbies und Interessen
- Austausch zu aktuellen Themen
- Englisch in diversen sozialen Situationen, z. B. auf Reisen, bei Notfällen, für Wegbeschreibungen

Übungen:

- Intensives Sprechtraining
- Audio- und Video-Übungen
- Reaktivierung und Neuaufbau des Wortschatzes
- Ideen und Hinweise auf gute Gelegenheiten, sich weiter mit Englisch zu beschäftigen

Lernmethode

- Reaktivieren und Erweitern Ihres passiven Englisch-Wortschatzes mittels Gruppenarbeit
- Feedback in der Gruppe und individuell
- Learning by Doing: Tauchen Sie an 4 Vormittagen ein in die “English-speaking world”

Zielgruppe

Personen mit Englisch-Grundkenntnissen, die seit dem Ende der Schulzeit keinen Sprachkurs besucht haben und die jetzt ihr Englisch für ein mehr gesellschaftliches als berufliches Umfeld neu aufbauen möchten (Stufe A2 nach dem Gemeinsamen Europäischen Referenzrahmen für Sprachen)

Trainerin

- Frau Patricia Peacey, CELTA English Language Teacher

Zeit & Ort

<i>Dauer:</i>	4 Halbtage (von 9 bis 12:30 Uhr)
<i>Seminarnummer:</i>	ES-E 290
<i>Termine:</i>	1. Durchgang: 7. März, 21. März, 4. April, 18. April 2018 2. Durchgang: 16. Mai, 30. Mai, 13. Juni, 27. Juni 2018
<i>Ort:</i>	Bundeskanzleramt, 1010 Wien, Hohenstaufengasse 3

Organisation

In Verantwortung von: Frau Dr. Ursula Eder
Sekretariat: Frau Manuela Steiner

Über die Trainerin

Patricia Peacey

Since 2012 qualified as a CELTA English Language Teacher providing Business English training. Following on from twelve years' service in the Royal Air Force working in aerospace / air defence, Patricia has gained valuable employment experience in industry, private training services and human resources in the banking sector.

thepeaceys@hotmail.com

Basic English 2

Practice makes perfect

Inhalt und Ziele

“Hi, did you have a good summer?” In diesem Kurs geht es weiter vorwärts mit Ihrem Englisch! Das herausfordernde und zugleich unterhaltsame Training führt Sie auf die nächste Stufe Ihrer englischen Sprachkompetenz.

Seien Sie auch dann herzlich willkommen, wenn Sie direkt bei “Basic English 2” einsteigen möchten.

Inhalte:

- Erfahrungsaustausch über die Zeit nach dem ersten Kurs
- Aufbau des Vokabulars für Alltagssituationen
- Austausch zu aktuellen Themen
- Unverzichtbare Redewendungen für die wichtigsten Gesprächssituationen

Übungen:

- Intensives Sprechtraining
- Audio- und Video-Übungen
- Weiterer Aufbau des Wortschatzes sowie des Gebrauchs verbreiteter Redewendungen und Phrasen

Lernmethode

- Vorschläge und Hinweise auf Ressourcen für eine anhaltende sprachliche Entwicklung
- Interaktive Gruppenarbeit
- Feedback in der Gruppe und individuell
- Learning by Doing: Tauchen Sie an 4 Vormittagen ein in die “English-speaking world”

Zielgruppe

Personen mit Englisch-Grundkenntnissen und solche, die bereits an “Basic English 1” teilgenommen haben (Stufe A2 nach dem Gemeinsamen Europäischen Referenzrahmen für Sprachen)

Dieser Kurs bringt für alle Teilnehmenden neue Aufgaben und kann auch ohne “Basic English 1” besucht werden.

Trainerin

- Frau Patricia Peacey, CELTA English Language Teacher

Zeit & Ort

Dauer: 4 Halbtage (von 9 bis 12:30 Uhr)
Seminarnummer: ES-E 291
Termine: 1. Durchgang: 17. Jänner, 31. Jänner, 14. Februar, 28. Februar 2018
2. Durchgang: 5. September, 19. September, 3. Oktober, 17. Oktober 2018
Ort: Bundeskanzleramt, 1010 Wien, Hohenstaufengasse 3

Organisation

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Brush up your English

From school English to English for work

Content and aims

When was the last time you said “Pleased to meet you”? Does your school English feel a little rusty? Come and reactivate it in a day of intensive practice with a “safety net”. Kick-start your English and start talking about your job. Find out where you stand and which other seminars would be best for you to improve your English for working in public administration.

Topics include:

- Talking about yourself
- Talking about your job
- Working in public administration

Activities include:

- Intensive speaking practice
- Building up your vocabulary
- Planning your personal training programme

Working method

- Interactive group work and individual support
- Learning by doing: 1 day of total immersion in English
- Optional online follow-up

Target group

This is an easy introduction to intensive language training for people with rusty school English (see [CEFR level B1](#)) who need to start using English again in their jobs and would like some orientation.

If you have not attended any other English courses in this programme so far (or if you have attended “Basic English”), this seminar will give you a taste of what it is like to use English all day—and hopefully make you come back for more!

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	1 day
<i>Seminar number:</i>	ES-E 246
<i>Date:</i>	13 February 2018
<i>Venue:</i>	Schloss Laudon

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Tips

Recommended follow-up: “Welcome to Austria”.

About

Sue Norris, M.Ed. B.A. RSA Dipl. TEFLA

Expertin für englische Fachsprache und Kommunikation, Trainerin und Coach; E-Learning-Autorin. Arbeitsschwerpunkte: English for Law, Politics, Government & Public Administration. Studium der Germanistik und TESOL; vormals Lehrtätigkeit an der Johannes Kepler Universität Linz und der Wirtschaftsuniversität Wien, seit 2008 Lehraufträge an der Donau-Universität Krems
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andrea@norrisandsteiner.at

Welcome to Austria

Receiving international guests

Content and aims

Be a good host when receiving foreign guests in Austria. Practise meeting and introducing people appropriately, socialising with confidence, as well as presenting and explaining to your international partners “how it works” in Austria.

Topics include:

- Austrian culture and society
- Visiting Austria: practical tips
- Government and public administration in Austria

Communication scenarios:

- Welcoming international visitors
- Socialising and professional small talk
- Giving explanations, making recommendations

Working method

- Intensive speaking practice (role-plays and authentic communication), combined with relevant vocabulary work
- Learning by doing: 1 day of total immersion in English
- Optional online follow-up

Target group

People who want to get ready to receive international guests, for example during Austria’s EU Council Presidency.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	1 day
<i>Seminar number:</i>	ES-E 281
<i>Dates:</i>	14 February 2018 29 May 2018 25 September 2018
<i>Venue:</i>	Schloss Laudon

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Tips

For practice in presenting yourself, your work and your unit/organisation, come to “Three in One”.

About

Sue Norris, M.Ed. B.A. RSA Dipl. TEFLA

Expertin für englische Fachsprache und Kommunikation, Trainerin und Coach; E-Learning-Autorin. Arbeitsschwerpunkte: English for Law, Politics, Government & Public Administration. Studium der Germanistik und TESOL; vormals Lehrtätigkeit an der Johannes Kepler Universität Linz und der Wirtschaftsuniversität Wien, seit 2008 Lehraufträge an der Donau-Universität Krems
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Speeches-To-Go!

Expert help with writing your speech or speaking notes

Content and aims

Do you have an English speech to write – for yourself or someone else? Are you working on some speaking notes for your boss/your Minister? Do you want to be sure that what you are writing will work when it is delivered? Bring your draft speech/speaking notes to this workshop – and go home with the finished text in the bag.

- Learn “golden rules” for effective speech writing.
- Get support in applying these rules to your speech.
- Get feedback on your speech or speaking notes and tips for improving them.

Working method

- Workshop with individual feedback and support
- Learning by doing: half a day of focused work in a small group
- Individual post-seminar coaching is available on request.

Target group

People who have to write English speeches or speaking notes – for themselves, for their ministers or other speakers, e.g. in the context of Austria’s EU Council Presidency.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	1 day
<i>Seminar number:</i>	ES-E 295 New
<i>Dates:</i>	20 March 2018 5 June 2018 18 September 2018
<i>Venue:</i>	Schloss Laudon

Organisation

<i>In the hands of:</i>	Ursula Eder
<i>Secretariat:</i>	Manuela Steiner

Tips

For systematic work on improving your writing skills, come to “Drafting Professional Texts”.

If you need help with preparing a presentation, come to “Presentations-To-Go!”.

About

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Expertin für englische Fachsprache und Kommunikation, Trainerin und Coach; E-Learning-Autorin. Arbeitsschwerpunkte: English for Law, Politics, Government & Public Administration. Studium der Germanistik und TESOL; vormals Lehrtätigkeit an der Johannes Kepler Universität Linz und der Wirtschaftsuniversität Wien, seit 2008 Lehraufträge an der Donau-Universität Krems
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Presentations-To-Go!

Expert help with your presentation

Content and aims

Do you have an English presentation to prepare? Do you want to be sure your PowerPoint slides are correct and your delivery is effective? Bring (your ideas for) the presentation you are working on to this workshop – and go home with the finished product in the bag.

- Get professional support in preparing your presentation and your visuals.
- Practise delivering your talk and handling audience questions.
- Get detailed feedback and tips for improvement.

Working method

- Workshop with individual feedback and support
- Learning by doing: half a day of focused work in a small group
- Individual post-seminar coaching is available on request.

Target group

People who have to prepare and/or give presentations in English – for example in the context of Austria's EU Council Presidency.

This seminar is open to people with CEFR levels B1, B2 and higher.

Remarks

Please bring a laptop if possible.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	1 day
<i>Seminar number:</i>	ES-E 296 New!
<i>Dates:</i>	22 March 2018 6 June 2018 19 September 2018
<i>Venue:</i>	Schloss Laudon

Organisation

<i>In the hands of:</i>	Ursula Eder
<i>Secretariat:</i>	Manuela Steiner

Tips

For systematic work on preparing and delivering professional presentations in English, come to “Making Presentations”.

If you need help with writing a speech or speaking notes, come to “Speeches-To-Go!”.

About

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Getting it Right

Correctness in written and spoken English

Content and aims

Are you tired of making the same old mistakes? Would you like to improve the quality of the English you produce at the office? Come and improve the correctness of what you say or write by working on key areas of grammar and vocabulary in work-related contexts.

Do you say “I work at the Federal Chancellery”, or should it be “I’m working”? When everyone agrees at the negotiating table, is that common sense—or is it consensus? Did the Austrian delegation propose changing the text—or did they propose to change it? From years of working with Austrian civil servants, we know exactly what you need to get right when communicating with international partners:

- False friends
- Tenses
- Prepositions
- Gerund or infinitive?
- Conditionals
- Adjective or adverb?

... plus the finer aspects of communicating with foreign colleagues (e. g. saying the right thing when socialising).

Working method

- Interactive group work based on texts, dialogues and tailor-made practice materials
- Learning by doing: 2 days of total immersion in English
- Optional online follow-up

Target group

People who need to improve the correctness of what they say or write in English in their jobs.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	2 days
<i>Seminar number:</i>	ES-E 242
<i>Date:</i>	16–17 October 2018
<i>Venue:</i>	Schloss Laudon

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Tips

For practice and correction of your written English, come to “Drafting Professional Texts”.

For pronunciation practice and correction, come to “Sound Check”.

About

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Sound Check

Perfect your Pronunciation

Content and aims

Does pseudo sound like sue? Is the committee unanimous? No comment!— Does the pronunciation of English words sometimes surprise you? Welcome to Vienna! Jazz or chess? Do you ever wonder if your accent is OK when speaking at international meetings? Want to know what the Top 10 pronunciation mistakes of Austrian civil servants are? We can help you avoid them. Come and check out the “Sound of English”, try it out for yourself, get feedback and lots of practical tips.

In this fun, hands-on seminar you will learn about:

- Problem sounds and how to handle them—e. g. W vs V
- Spoken vs. written words:
 - silent letters & surprising sounds—how does *pseudo* sound in English?
 - word stress—do you say *COMmittee* or *comMITtee*? *COMment* or *comMENT*?
- Sentence patterns— three key differences to German:
 - rhythm
 - linking
 - melody

Working method

- Analysing spoken language—How do native speakers say it?
- Practical exercises and individual feedback
- Useful pronunciation rules (Yes, there are some of those!)
- Optional online follow-up and tips for further practice

Target group

People who want to improve their English pronunciation.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

Length: 1 day
Seminar number: ES-E 275
Date: 3 October 2018
Venue: Schloss Laudon

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Tips

If you want to work on getting things like tenses and prepositions right, come to “Getting it Right”.

For practice and correction of your written English, come to “Drafting Professional Texts”.

About

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Expertin für englische Fachsprache und Kommunikation, Trainerin und Coach; E-Learning-Autorin. Arbeitsschwerpunkte: English for Law, Politics, Government & Public Administration. Studium der Germanistik und TESOL; vormals Lehrtätigkeit an der Johannes Kepler Universität Linz und der Wirtschaftsuniversität Wien, seit 2008 Lehraufträge an der Donau-Universität Krems
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Write Better Emails

A practical how-to guide

Content and aims

Have English emails become part of your daily work in public administration? Do you want to be able to deal with them quickly and efficiently? We will help you write exactly the kind of emails you need to write in your job. Come and learn how to make your official correspondence clear, correct and reader-friendly. Get an update on the current state of the art.

Topics and activities include:

- Getting the formalities right—*Mrs* or *Ms*? *Yours sincerely* or *Best regards*? How do you address a European Commissioner?
- Making your email more or less formal, or more or less direct
- Useful phrases for standard situations, e.g. making requests, giving good/bad news
- Collecting copy-and-paste blocks of text for the emails you need to write

Working method

- Interactive and practice oriented—bring samples of your own emails
- Learning by doing: 1 day of total immersion in English
- Optional online follow-up

Target group

Experts and administrative staff who need to communicate internationally by email, e.g. with their colleagues in other countries or EU institutions.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	1 day
<i>Seminar number:</i>	ES-E 272
<i>Dates:</i>	1 February 2018 9 April 2018 26 September 2018
<i>Venue:</i>	Schloss Laudon

Organisation

<i>In the hands of:</i>	Ursula Eder
<i>Secretariat:</i>	Manuela Steiner

Tips

For more writing practice, come to “Drafting Professional Texts”.

About

Sue Norris, M.Ed. B.A. RSA Dipl. TEFLA

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English on Friday

A conversation course for civil servants in the city

Content and aims

“My English is not bad, but when I have to speak it at work I feel I’d need more regular practice.” Does this sound like you? We have the solution: you can now attend a weekly conversation course to keep your professional English “topped up” and ready to go when you need it. Improve your fluency and boost your specialised vocabulary in a relaxed, communicative atmosphere—with early-morning coffee—for 90 minutes each week.

Topics & activities:

- A range of attractive topics relevant to your work and interests, with a different thematic focus each week.
- Short articles, video excerpts and structured discussion tasks provide the stimulus for authentic speaking scenarios and intercultural awareness-raising.
- Vocabulary and terminology requests will also be dealt with in class.

Working method

- Interactive speaking practice with integrated vocabulary work
- Online vocabulary learning app for reviewing new vocabulary from each session (on your smartphone/tablet/computer)

Parts 1 & 2 of this course consist of 8 sessions each. You can come to both parts or just one. (Please register separately for each part.)

In the autumn we are offering a special package of 10 sessions of “The Best of English on Friday”: the most popular topics from previous English on Friday courses. Come and take part in the sessions that your colleagues liked the most!

Target group

People who want regular fluency practice and systematic vocabulary building.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainer

- Sue Norris, M.Ed. B.A.

Time & venue

Length: 8 or 10 90-minute sessions on Fridays (from 8:30 to 10:00 a.m.)
Seminar number: ES-E 280
Dates: Part 1: 19 January – 16 March 2018
Part 2: 13 April – 15 June 2018
The Best of English on Friday: 21 September – 7 December 2018
Venue: Bundeskanzleramt, 1010 Wien, Hohenstaufengasse 3

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Tips

For intensive practice talking to foreign visitors, come to “Welcome to Austria”.

About

Sue Norris, M.Ed. B.A. RSA Dipl. TEFLA

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Summer at the Castle

Give your English a boost this summer

Content and aims

Will it be a little quieter in your office in July – despite the Presidency? Why not take the opportunity to refresh your English and your intercultural know-how in a one-day English conversation seminar at Schloss Laudon?

Practise speaking English and expand your vocabulary in a relaxed, communicative atmosphere—meet and network with your colleagues from other ministries—and discover more about life and language in the USA and the UK.

Topics & activities:

- Meeting and networking with people in English
- USA and UK: Divided by a common language?
- Insights into US and British culture and society

Working method

- Interactive group work and individual support
- Learning by doing: 1 day of total immersion in English
- Optional online follow-up

Target group

People who want to practise their spoken English in the summer and are interested in the language and culture of the USA and the UK.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainer

- Sue Norris, M.Ed. B.A.

Time & venue

<i>Length:</i>	1 day
<i>Seminar number:</i>	ES-E 288
<i>Date:</i>	4 July 2018
<i>Venue:</i>	Schloss Laudon

Organisation

<i>In the hands of:</i>	Ursula Eder
<i>Secretariat:</i>	Manuela Steiner

Tips

For regular English conversation practice, come to “English on Friday”.

About

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English for Europe

EU terminology and communication

Content and aims

Regulations and directives, double majority and unanimity, ESF and CFSP, bailouts and the eurozone, subsidiarity, treaty infringement proceedings ... Learn fundamental EU terminology and practise using it in realistic settings. Improve your ability to communicate effectively at a European level.

Topics:

- How the EU works
- EU policy areas
- Current issues of European integration

Activities:

- Learning and using essential EU terminology
- Discussing aspects of European integration
- Practising key communication skills, e.g. reporting and presenting

Working method

In this interactive seminar, work on expanding your specialised vocabulary and improving your communication skills is integrated in work on EU topics.

- Learning by doing: 2 days of total immersion in English
- Optional online follow-up

Target group

People who need to communicate in English on EU issues and/or in an EU context, for example during Austria's Council Presidency.

If you have already attended our 3-day seminar "Eurospeak", come and check out "English for Europe"—it is a new seminar.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	2 days
<i>Seminar number:</i>	ES-E 284
<i>Date:</i>	6–7 March 2018
<i>Venue:</i>	Schloss Laudon

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

About

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Let's Talk about EU Law

Terminology and communication

Content and aims

The supremacy of EU law. Actions for annulment and interim relief. Direct effects and member state liability. How do you say *Vorlage zur Vorabentscheidung* in English? Regulations are binding on everyone—or is it for everyone? Get the essential terminology of European Union law and practise using it in relevant contexts. Get lots of speaking practice, feel confident when communicating about legal issues in English.

Topics:

- Cases from European and national courts
- Legal instruments and how they work
- The Court of Justice of the European Union

Activities:

- Discussing cases
- Learning and using essential legal terminology
- Presenting and discussing legal issues

Working method

In this interactive seminar, work on expanding your specialised vocabulary and improving your communication skills is integrated in work on legal topics in the EU context.

- Learning by doing: 2 days of total immersion in English
- Optional online follow-up

Target group

People who need to communicate about aspects of European Union law in English, for example in the context of Austria's EU Council Presidency.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainer

- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	2 days
<i>Seminar number:</i>	ES-E 285
<i>Date:</i>	3–4 April 2018
<i>Venue:</i>	Schloss Laudon

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Tips

For a focus on administrative law, come to “Let’s Talk about Administrative Law”.

For work on general EU terminology, come to “English for Europe”.

About

Mag. Andrea Steiner, B.A.

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Let's Talk about Administrative Law

Terminology and communication

Content and aims

Let's talk about public authorities, about permits, benefits and approval procedures. What's the English for *Bescheid*, *Beschwerde* and *Revision*? And what about *AuvBZ* and *Privatwirtschaftsverwaltung*? Austria's system of administrative law is definitely one of the country's specialties—and explaining how it works in English can be quite a challenge. Learn the essential terminology you need in order to describe the system that forms the basis for your work and apply this know-how in talking about aspects of administrative law relevant to you.

Topics:

- Austrian, European and UK cases
- Key concepts of Austrian administrative law
- Administrative procedure & the administrative court system

Activities:

- Discussing cases
- Learning and using key terminology in context
- Presenting and discussing legal issues from your field of work

Working method

In this interactive seminar, learning specialised vocabulary and improving your communication skills is integrated in work on legal topics.

- Learning by doing: 2 days of total immersion in English
- Optional online follow-up

Target group

People who need to be able to explain and discuss aspects of administrative law in English.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainer

- Mag. Andrea Steiner, B.A.

Time & venue

Length: 2 days
Seminar number: ES-E 273 **New**
Date: 23–24 October 2018
Venue: Schloss Laudon

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Tips

For a comprehensive look at public administration in Austria, come to “Yes, Minister: English for Public Administration”.

For a focus on European Union law, come to “Let’s Talk about EU Law”.

About

Mag. Andrea Steiner, B.A.

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Yes, Minister

English for Public Administration

Content and aims

From *Vertragsbedienstete* to *Sektion*, from *Verordnung* to *Erlass*, from *Bundesland* to *Privatwirtschaftsverwaltung*—translating terms like these into English can be tricky. Improve your ability to talk about government and public administration, as well as your own work in this context, to people who are not familiar with the Austrian system.

Topics:

- Public administration in Austria and the UK
- Institutions and levels of government
- People in public administration
- Your own field of work

Activities:

- Handling technical terminology
- Using these expressions in practical contexts (e. g. presenting your work)
- Explaining how public administration works in Austria

Working method

In this interactive seminar, work on expanding your specialised vocabulary and improving your communication skills is integrated in talking about public administration and your job.

- Learning by doing: 3 days of total immersion in English
- Optional online follow-up

Target group

People who need to communicate about their work in international contexts and are interested in exploring the specific terminology of government and public administration.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainer

- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	2 days
<i>Seminar number:</i>	ES-E 248
<i>Date:</i>	4–5 December 2018
<i>Venue:</i>	Schloss Laudon

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Tips

For a specific focus on the terminology of administrative law, come to “Let’s Talk about Administrative Law”.

About

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Three in One

Meetings, presenting, small talk—in one day

Content and aims

Do you attend working groups, international meetings, workshops or conferences, or receive English-speaking visitors? Do you need to be fluent and confident on the international stage? Come and strengthen 3 relevant professional speaking skills—in just one day.

Three in One efficiently combines intensive training in three key areas of spoken communication:

- Professional small talk
- Presenting yourself and your work
- Taking part in international meetings

... while boosting the specialised vocabulary you need in order to do all of this successfully.

Working method

- Intensive speaking practice in realistic scenarios will boost your confidence for working internationally
- Learning by doing: 1 day of total immersion
- Optional online follow-up

Target group

People who want to polish up their spoken English to handle interaction with foreign partners professionally and effectively—for example during Austria's EU Council Presidency.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	1 day
<i>Seminar number:</i>	ES-E 282
<i>Dates:</i>	5 March 2018 7 May 2018 2 October 2018
<i>Venue:</i>	Schloss Laudon

Organisation

<i>In the hands of:</i>	Ursula Eder
<i>Secretariat:</i>	Manuela Steiner

Tips

To practise participating in meetings in more depth, come to “International Meetings”.

For a specific focus on your presentation skills, come to “Making Presentations”.

About

Sue Norris, M.Ed. B.A. RSA Dipl. TEFLA

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International Meetings

Be confident about speaking up

Content and aims

“Can I just come in here?”—Feel confident about participating in discussions in international meetings. Systematically develop the English language and communication skills that you need to take part in such meetings, and get lots of realistic practice and targeted language feedback.

Language:

- Useful phrases for participating (e. g. for giving opinions, commenting, advising and suggesting, requesting information and action, checking and confirming information)
- Useful phrases for leading a meeting (e. g. for opening/closing the meeting, facilitating and moderating, controlling developments, summarising)

Communication:

- Presenting and defending your position
- Finding compromises, reaching agreement
- Getting the tone right

Working method

A combination of interactive language input followed by practice in realistic meeting scenarios, with detailed language feedback and lots of practical tips

- Learning by doing: 2 days of total immersion in English
- Optional online follow-up

Target group

People who attend meetings that are held in English, for example in the context of the EU Council Presidency, and want to systematically (further) develop the relevant language and communication skills.

If you have already attended our 3-day seminar “Meetings and Negotiations”, come and check out “International Meetings”—it is a brand-new seminar.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	2 days
<i>Seminar number:</i>	ES-E 274
<i>Dates:</i>	23–24 January 2018 10–11 April 2018 6–7 November 2018
<i>Venue:</i>	Schloss Laudon

Organisation

<i>In the hands of:</i>	Ursula Eder
<i>Secretariat:</i>	Manuela Steiner

Tips

If you take part in international negotiations, the seminar “Negotiating in English” is the ideal follow-up to “International Meetings”.

About

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Negotiating in English

Agreeing on texts and their wording

Content and aims

“We’d like to propose amending the text as follows: ...” Presenting your country’s position in an international forum is a matter of finding the right words.—“My delegation can live with this wording provided we delete the final bullet.” Reaching compromise is easier if you know just how to put it. Come for a day of intensive, targeted practice of these key negotiating skills.

Topics & activities:

- Presenting and defending positions
- Proposing changes to a text
- Reaching agreement

Working method

- Input of essential negotiating phrases
- Realistic practice in a series of negotiations
- Detailed language feedback and tips for improvement

Target group

People who take part in international negotiations, e. g. in the context of EU Council working groups.

For optimal effect, do the seminar “International Meetings” before coming to “Negotiating in English”.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	1 day
<i>Seminar number:</i>	ES-E 283
<i>Dates:</i>	28 February 2018 17 April 2018
<i>Venue:</i>	Schloss Laudon

Organisation

<i>In the hands of:</i>	Ursula Eder
<i>Secretariat:</i>	Manuela Steiner

Tips

For more negotiating practice, come to “International Meetings”.

For work on your chairing skills, come to “Chairing a meeting”.

About

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Chairing a Meeting

Be confident and competent in the chair

Content and aims

“Good afternoon, ladies and gentlemen, my name is ... and I will be your Chair today.”

Deliver your opening words with confidence when you chair your next international meeting.

Have the right words for all eventualities—“Could you please be brief? We’re running short of time”—and ensure the best possible results: “Can I take it that everyone is in favour of the text as it stands?”

Come for a day of intensive, targeted practice of the language you need to be an effective chairperson in English.

Topics & activities:

- Dealing with formalities
- Going through the agenda
- Directing the meeting
- Keeping the meeting focused
- Clarifying and summarising
- Proposing and encouraging compromise
- Reaching agreement

Working method

- Learning essential chairing phrases
- Realistic practice scenarios
- Detailed language feedback and tips for improvement

Target group

People who take part international negotiations, e. g. in the context of EU Council working groups. For optimal effect, do the seminar “International Meetings” before coming to “Chairing a meeting”.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	1 day
<i>Seminar number:</i>	ES-E 287
<i>Dates:</i>	27 February 2018 16 April 2018
<i>Venue:</i>	Schloss Laudon

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Tips

For additional chairing practice and more work on your meetings skills, come to “International Meetings” and/or to “Negotiating in English”.

If you need support in writing a speech or speaking notes, come to “Speeches-To-Go!”.

About

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Making Presentations

Being clear, professional and effective

Content and aims

You have been asked to stand up and address a roomful of people at an international conference? You want to stay cool and make a professional impression? Kill two birds with one stone: upgrade your presentation skills at the same time as improving your spoken English. Boost the specialised vocabulary you need when presenting aspects of your work and get practical help with type of presentations you need to make as an expert in public administration.

Activities include:

- Planning and structuring your talk
- Starting and finishing well
- Useful phrases for presentations
- Getting your message across effectively
- Handling questions and difficult situations
- Presentation technique and visuals

Working method

- You will give several presentations and get detailed feedback on these.
- Learning by doing: 2 days of total immersion in English
- Optional online follow-up
- Individual post-seminar presentation coaching is available on request.

Target group

People who make presentations in English and want to systematically develop the relevant language and communication skills.

If you have already attended the 3-day version of this seminar, you may want to come and check out its more compact successor for additional practice.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

<i>Length:</i>	2 days
<i>Seminar number:</i>	ES-E 211
<i>Date:</i>	13–14 November 2018
	Coaching to be arranged individually on request
<i>Venue:</i>	Schloss Laudon

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Tips

For a compact review of professional speaking skills, come to “Three in One”, where you can practise presenting yourself and your work, as well as professional small talk and taking part in meetings.

If you need help in preparing a specific presentation, you can also come to “Presentations-To-Go!”

If you need support in writing a speech or speaking notes, come to “Speeches-To-Go!”.

About

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Drafting Professional Texts

Effective writing skills for the international arena

Content and aims

Does my text read right? Can I send it off to my international partners like that? Is it the right kind of style for the EU context? And will it have the intended effect? Take your writing skills to the next level. Develop your ability to write professionally in English, expressing exactly what you mean and formulating it appropriately and correctly.

Writing skills:

- Structuring, drafting and editing your texts
- Using appropriate style and different levels of formality
- Developing a wider and more differentiated range of expression
- Getting it right: grammar, vocabulary and punctuation

Text types can include:

- Positions
- Proposals and recommendations
- Minutes and reports

Working method

- Interactive writing workshop: you will write several different texts and get detailed feedback on these.
- Learning by doing: 2 days of total immersion in English
- Optional online follow-up

Target group

People who need to formulate written texts in their field of work, for example for the EU Council Presidency, and want to systematically develop their professional writing skills.

If you have already attended our 3-day seminar “Drafting Documents”, come and check out “Drafting Professional Texts”—it is a brand-new seminar.

This seminar is open to people with CEFR levels B1, B2 and higher.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

Length: 2 days
Seminar number: ES-E 286
Dates: 19–20 February 2018
13–14 March 2018
Venue: Schloss Laudon

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Tips

For more written communication skills practice, come to “Write Better Emails”.

If you need support in writing a speech or speaking notes, come to “Speeches-To-Go!”.

About

Sue Norris, M.Ed. B.A. RSA Dipl. TEFLA

Expertin für englische Fachsprache und Kommunikation, Trainerin und Coach; E-Learning-Autorin. Arbeitsschwerpunkte: English for Law, Politics, Government & Public Administration. Studium der Germanistik und TESOL; vormals Lehrtätigkeit an der Johannes Kepler Universität Linz und der Wirtschaftsuniversität Wien, seit 2008 Lehraufträge an der Donau-Universität Krems
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Mag. Andrea Steiner, B.A.

Expertin für englische Fachsprache und Kommunikation, Trainerin und Coach, Akademisch geprüfte Übersetzerin; E-Learning-Autorin. Arbeitsschwerpunkte: English for Law, Politics, Government & Public Administration. Studium der Anglistik/Amerikanistik, Germanistik und Linguistik; vormals Lehrtätigkeit an der Wirtschaftsuniversität Wien und an Fachhochschulen, seit 2016 an der Notariatsakademie
andrea@norrisandsteiner.at

English Coaching for Chairs

One-to-one language support sessions

Content and aims

Will you be involved in the upcoming Austrian EU Council Presidency? A limited number of individual English language coaching sessions are available for people who chair meetings as part of the Austrian EU Council Presidency or other international negotiations. Get exactly the kind of language support you need for this role, for example:

- Building your confidence speaking about issues on the agenda
- Preparing your speaking notes
- Essential chairing phrases
- Drafting key texts
- Writing emails, etc.

Working method

- Individual face-to-face sessions at your office
- Detailed feedback on your own English texts (NB. This is **not** a translation service!)

Target group

People who chair international negotiations, e.g. in the context of EU Council working groups. For optimal effect, do the seminar “International Meetings” before coming to “English Coaching for Chairs”.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

Length: 90-minute sessions (max. 2 per person)
Seminar number: ES-E 289
Dates: by arrangement through 2018
Venue: in-house

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Remarks

If you are interested in coaching sessions, please contact Ursula Eder for further details:

Email: ursula.eder@bka.gv.at

Tel: +43 1 531 15-207230

Tips

If you need support in writing a speech or speaking notes, you can also come to “Speeches-To-Go!”.

If you need help with preparing a presentation, you can also come to “Presentations-To-Go!”.

About

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Tailor-made In-house Seminars

Communicating your expertise in English

Content and aims

Do you want English language training that is tailored to YOUR specific needs? In a tailor-made seminar, you and your colleagues from a particular ministry, office or unit can focus on communicating about your own area of expertise in English.

The programme of your seminar will be designed around:

- topics from your field of work
- relevant specialised vocabulary
- the specific communication skills you need

For example, you can

- get exactly the speaking practice you need, e.g.
- making professional small talk with your international contacts
- presenting your institution and what it does
- explaining details of your current projects
- systematically develop your specific vocabulary
- produce a set of standard texts or text modules you need

In other words: YOU define what your training is about.

What your colleagues have said about their tailor-made in-house seminars:

“Großartiges Seminar, toll vorbereitet, die Unterlagen für uns perfekt zusammengestellt. Unsere Erwartungen wurden übertroffen.”

“Perfekt zugeschnittenes Programm, im wahrsten Sinne des Wortes ‘tailor made’.”

Working method

In your tailor-made seminar, work on expanding your specialised vocabulary and improving the communication skills you need in your job will be integrated in work on topics from your own professional field.

- Learning by doing: 2 or 3 days of total immersion in English
- Optional online follow-up

Target group

Groups of people who need to communicate specific content from their own field of work in English and want to develop the relevant language and communication skills in a focused and targeted way.

Trainers

- Sue Norris, M.Ed. B.A.
- Mag. Andrea Steiner, B.A.

Time & venue

Length: 2 or 3 days
Seminar number: ES-E 250
Date: by arrangement
Venue: in-house

Organisation

In the hands of: Ursula Eder
Secretariat: Manuela Steiner

Remarks

To arrange your tailor-made in-house seminar, please contact Ursula Eder:

Email: ursula.eder@bka.gv.at

Tel: +43 1 531 15-207230

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