

Schulinterner Lehrplan

Bildungsgang:	Kaufmann im Groß- und Außenhandel
Fach:	Englisch (Introduced book: Trade matters)
Fachstufe:	Grundstufe (2 Wochenstunden)
Stand:	Mai 2008

Woche	Unterrichts- stunden	Lerngebiet/Inhalte/Themen	Methoden/Arbeits- techniken/Medien	Hinweise
		Introducing oneself and a company		
	40	introducing oneself talking about one's job greetings and introductions in private and business situations a company profile tour of a company departments and their duties / responsibilities presenting the own company in groups or single creating a summary for all departments in expert groups written test 1	introducing yourself, interviewing a partner, role play, listening and comprehension, exercises from the book, presentations(video, plan of company, power point etc) work in groups,	Language study: social and business phrases Grammar: modals, simple present, present continuous, simple / continuous past tense with irregular verbs
		Telephoning		
70	30	structure of a telephone call telephoning tips English / radio alphabet ,telephone numbers telephoning phrases training on various telephoning situations written test 2	listening comprehension List of phrases info material gap dialogues role plays, recordings of dialogues	question forms with and without 'to do' question words
78	8	Introduction into business letter writing: layout and formal aspects to be considered, addresses, references, dates, structure etc.	Sample letters, gap texts, vocabulary training, transparencies	Workbook, info material, worksheets
80	2	Fixing mark for the certificate of first year		

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Fach:	Englisch (Workbook: "Mail for you" by Gosch/overbeck/Besch)
Fachstufe:	Fachstufe 1 (1 Wochenstunde)
Stand:	Mai 2008

Woche	Unterrichts- stunden	Lerngebiet/Inhalte/Themen	Methoden/Arbeits- techniken/Medien	Hinweise
	25	Working on business language for enquiries phrases for introduction contents of body of the letter asking for terms and conditions closings drafting enquiries by WORD written test 1	Swedish riddles, gap-texts, puzzles, translation exercises, matching word games, multiple choice exercises, finding definitions of expressions, substitution table	Prepositions, negative forms, will future
40	15	Offers typical phrases stating and understanding terms and conditions, the Letter of Credit in foreign trade, drafting offers in closely guided and open ways.	true-false exercises, sample letters, gap-texts, puzzles, translation exercises, matching word games, multiple choice exercises, substitution table	Passive voice, Present and Past Perfect

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Fach:	Englisch (Workbook: "Mail for you" by Gosch/overbeck/Besch)
Fachstufe:	Fachstufe 2 (1 Wochenstunde)
Stand:	Mai 2008

Woche	Unterrichtsstunden	Lerngebiet/Inhalte/Themen	Methoden/Arbeits-techniken/Medien	Hinweise
	10	Orders typical phrases stating and confirming terms and conditions, written test about either offer or order	Swedish riddles, gap-texts, puzzles, translation exercises, matching word games, multiple choice exercises, finding definitions of expressions, substitution table	Prepositions, negative forms, will future
	14	Arranging a transport, means of transport and containers used, documentation , possible problems and solutions	Workbook, info material, gap- texts, voc-lists	
<u>40</u>	16	An export transaction from first contact to final execution, methods of payment customs clearance written test	Case study of an export/import business	

Grundstufe zwei Klassenarbeiten
 Fachstufe 1 eine Klassenarbeit
 Fachstufe 2 zwei Klassenarbeiten
 mündlich zu schriftlich wie 50:50, im Zweifel gibt mündlich den Ausschlag.

Verfasser: Udo Prösch