

## Schulinterner Lehrplan

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

Woche	Unterrichts- stunden	Lerngebiet/Inhalte/Themen	Methoden/Arbeits- techniken/Medien	Hinweise
		<b>Introducing oneself and a company</b>		
	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 <b>written test 1</b>	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
		<b>Telephoning</b>		
70	30	structure of a telephone call telephoning tips English / radio alphabet ,telephone numbers telephoning phrases training on various telephoning situations <b>written test 2</b>	listening comprehension List of phrases info material gap dialogues role plays, recordings of dialogues	question forms with and without 'to do' question words
78	<b>8</b>	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
<b>80</b>	2	<b>Fixing mark</b> for the certificate of first year		

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<b>Fachstufe:</b>	<b>Fachstufe 1 (1 Wochenstunde)</b>
<b>Stand:</b>	<b>Mai 2008</b>

Woche	Unterrichts- stunden	Lerngebiet/Inhalte/Themen	Methoden/Arbeits- techniken/Medien	Hinweise
	25	<b>Working on business language for enquiries</b> phrases for introduction contents of body of the letter asking for terms and conditions closings drafting enquiries by WORD <b>written test 1</b>	Swedish riddles, gap-texts, puzzles, translation exercises, matching word games, multiple choice exercises, finding definitions of expressions, substitution table	Prepositions, negative forms, will future
<b>40</b>	15	<b>Offers</b> 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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<b>Fachstufe:</b>	<b>Fachstufe 2 (1 Wochenstunde)</b>
<b>Stand:</b>	<b>Mai 2008</b>

Woche	Unterrichts- stunden	Lerngebiet/Inhalte/Themen	Methoden/Arbeits- techniken/Medien	Hinweise
	10	<b>Orders</b> typical phrases stating and confirming terms and conditions,  <b>written test about either offer or order</b>	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	<b>Arranging a transport,</b> means of transport and containers used, documentation , possible problems and solutions	Workbook, info material, gap- texts, voc-lists	
<u>40</u>	16	<b>An export transaction</b> from first contact to final execution, methods of payment customs clearance <b>written test</b>	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