

Fachenglisch	
	120 Unterrichtsstunden (80 in 2,5jährigen Klassen, n/a in UE-Klassen)
Nummer der LS*:	Fachinhalte:
Lernsituation 01	zu LF01: 01 My role in the office and economy • self assessment • process of collecting vocabulary words (English only) • introducing yourself and others • presentation skills and feedback
Lernsituation 02	zu LF02: 02 Processes in the office • politeness in communication • departments and responsibilities • business charts • write a job description
Lernsituation 04	zu LF04: 04 Contacting a client • telephoning • e-mailing • business letters • tax system in Germany incl. income tax • advising a client (basic level)
Lernsituation 06	zu LF06: 06 Sales tax • sales tax incl. history of it in the EU • sales tax in the EU + teleconferencing as communication method
Lernsituation 09	zu LF09: 09 Business types and corresponding taxes • company types • founding a business • collecting and keeping records • international taxation: US • tax havens
Lernsituation 11	zu LF11: 11 (Intercultural) Communication with a client • small talk • intercultural communication
Lernsituation 12	zu LF12: 12 Advising a client

	• planning a meeting • making a point • expressing opinions • meeting virtually • advising a client (advanced level)
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plus: occasional work on current topics

* Die Lernsituationen tragen die Nummern der Lernfelder, die im Fachenglisch-Unterricht speziell fremdsprachlich vertieft werden (und sind nicht chronologisch).