



University of
Zurich^{UZH}

In-House Continuing Education

Administrative German for Professors

Participating in committees and meetings
and understanding administrative language



www.weiterbildung.uzh.ch

Administrative German for Professors

Objective You are teaching and doing research in English at UZH, and you regularly take part in German-language (faculty) meetings. In your work on university committees, you are also confronted with minutes of meetings, reports, decisions, and directives written in German whose key points you need to understand.

This course is designed to help you understand typical vocabulary used in meetings (invitation, small talk, agenda items, etc.) as well as to practice specific phrases that help to understand what has already been said and to clarify understanding. Through audio/video examples, comprehension training is carried out and possible sources for individual further work are given. In addition, difficulties in everyday work are identified and specific strategies and tools are discussed to enable individual improvement.

Target participants This course is designed for professors whose German-language skills are at level A2 / beginning of B1 on the Common European Framework of Reference for Languages. Please assess your language level using the self-assessment grid at: [Course levels](#)

Teaching language The languages of tuition are German and English.

Lecturer Claudio Consani, Language Center of UZH and ETH Zurich

Number of participants Max. 8 participants

Duration Half day

Date/Time Please see website:
www.weiterbildung.uzh.ch/de/mitarbeitende/angebote/german

Location Zentrum für Weiterbildung der Universität Zürich
Schaffhauserstrasse 228, 8057 Zürich
www.zwb.uzh.ch

Registration Up to 2 weeks before the start of the course:
www.weiterbildung.uzh.ch/de/mitarbeitende/angebote/german

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