

## Nr. 12.01 Brush up your English (for librarian)

**Requirement for participation:** Good basic knowledge of English

**Target group:** Employees of the UB or Institute Libraries

**Aims of the course:** For those who come into contact with English speaking library users, or other contacts (such as publishers or booksellers) and who can understand what is being said - but lack the active vocabulary to give quick and relevant answers. This course will practice every day situations where you will need to answer questions, give information or assist English speaking users. Basically, a refresher course for those with a good command of English, who want to practice using their English knowledge in an active way.

**Course content:**

- Essential vocabulary
- Standard sentences – simple but correct English
- Information or circulation desk, giving advice, e.g. catalogue or database searches, user registration, library tours etc.

**Course instructor::** David Westley, Anglistisches Seminar

Date	Time	Location	Room	Number of Participants
09.07.2010	09:00 – 12:00 Uhr	Anglistisches Seminar, Kettengasse 12, (1. OG)	112	8 – 14