

TUM Sprachenzentrum

English Mobility Courses for Staff

These courses confer the language qualification needed for Erasmus Staff Mobility in English speaking countries/programs.

[Advanced Office English \(Main Campus\)](#)

Level - Advanced: How to conduct meetings and negotiations, discussing teamwork and administrative organization, and other topics of interest for those who would like to practice their English in a small group at a high level. Participants should bring their own ideas as well!

Date/Time: March 11th – 15th (10.00-12.30), Room 200, Richard-Wagner-Str. 3

To register, contact Pauline Jansen van Rensburg at: pauline.jansen@tum.de

[Intermediate Office English \(Main Campus\)](#)

Level - Intermediate: How to conduct meetings and negotiations, discussing teamwork and administrative organization, and other topics of interest for those who would like to practice their English in a small group at a high level. Participants should bring their own ideas as well!

Date/Time: April 8th- 12th (14:00-16:30), Room 100, Richard-Wagner-Str. 3

To register, contact Elizabeth Hamzi-Schmidt at: hamzi-schmidt@zv.tum.de

[Upper Intermediate Office English \(Garching-FZ\)](#)

Level - Upper Intermediate to Advanced: New and revised office English! How to conduct meetings and negotiations, discussing teamwork and administrative organization, and other topics of interest for those who would like to practice their English in a small group. Special focus on administrative tasks dealing with students and interacting with international staff.

Date/Time: February 25th- March 1st (13.00- 15.30), Room MW 1010, Boltzmannstr. 15

To register, contact Lisa Lemanowicz at: lisa.lemanowicz@tum.de

[English on the Move \(Garching-FZ\)](#)

Level - Intermediate: For academics or anyone travelling abroad—conferences, travel, small talk, and intercultural skills. How to avoid a faux pas when giving that important talk or presentation, or when socializing with your hosts. Plenty of opportunities for speaking practice. We also take time to focus on the application process for travelling abroad through the Erasmus program.

Date/Time: March 25th- 29th (14:00-16:30), Room MW 1010, Boltzmannstr. 15

To register, contact Elizabeth Hamzi-Schmidt at: hamzi-schmidt@zv.tum.de

For more information and to register for a seminar, please contact the lecturer.

All Seminars are **free** to TUM Faculty members, staff and graduate students.

Course participants will be awarded an attendance certificate from the Language Center.