



SCENARIO 1

A TECHNICAL VISIT

Mon., 23.03.
Wed., 01.04.

1.1 Addressing Requests
Latest submission date for main task
"Write / Answer an E-mail Request"

Mon., 30.03.
Wed., 08.04.

1.2 Exchanging Contact Details
Latest submission date for main task
"Take / Make a Phone Call"

Mon., 06.04.
Wed., 15.04.

1.3 Fixing Appointments
Latest submission date for main tasks
"Make / Take a Return Call" and
"Write an E-mail Confirmation"

Mon., 13.04.
Wed., 22.04.

1.4 Rescheduling Appointments
Latest submission date for main tasks
"Write an E-mail Cancellation" and
"Take / Make an Answering Call"

Mon., 20.04.
Wed., 29.04.

1.5 Enjoying Dinner Talk
Latest submission date for main task
"Record Your Dinner Conversation"

Mon., 27.04.
Wed., 06.05.

1.6 Expressing Appreciation
Latest submission date for main task
"Write an E-mail of Appreciation"



SCENARIO 2

A SALES SITUATION

Mon., 04.05.
Wed., 13.05.

2.1 Finding Suitable Equipment
Latest submission date for main task
"Write / Answer an E-mail Request"

Mon., 11.05.
Wed., 20.05.

2.2 Talking Numbers
Latest submission date for main task
"Write / Answer a Follow-up E-mail"

Mon., 18.05.
Wed., 27.05.

2.3 Visiting Trade Fairs
Latest submission date for main task
"Record Your Trade Fair Conversation"

Mon., 25.05.
Wed., 03.06.

2.4 Offering and Ordering
Latest submission date for main task
"Make an Offer by E-mail / Place an Order by E-mail"

Mon., 01.06.
Wed., 10.06.

2.5 Handling Complaints
Latest submission date for main task
"Write / Answer an E-mail Complaint"

Mon., 08.06.
Wed., 17.06.

2.6 Solving Problems
Latest submission date for main task
"Make / Take an Answering Call"

Sat., 06.07.

Final exam