

Workshops for Technical Communication

Technical English for Members of the Life Science, Food & Personal Care Industries[®]

Interactive Training Seminar

Trainer: Steven L. Hanft, M.A.

Language: American-English

Topics

**Listening Comprehension, Grammar,
Pronunciation, Vocabulary & Spelling
Reading, Speaking & Understanding,
Communication / Interactive Discussions
Roll Games for work**

- Human Anatomy & Physiology
- Pharma. & Biotechnology Terminology
- Lab Technology & Production
- Environmental Issues & Safety Laws
- Comparing BrEnglish vs. AmEnglish
- Business communication skills support
- Interactive discussions for business & lab
- Oral presentations & 'Elevator Speeches'
- Interpret Life Science 'White Papers', other science reports or documentaries
- Evaluating business contracts, disclaimers

**Dealing or negotiating with English speaking
technical sales or business representatives**

**Role-playing for working with English
speaking life science colleagues**

Lessons based on participant requests

Chemistry, Biochemistry & Biology

- The Periodic Table, Atoms, Molecules
- pH, Acids & Bases
- Fats, Proteins, Carbohydrates, Vitamins & Minerals
- Organization of Life: Cells & Organelles
- Bacteria: Prokaryote vs. Eukaryote, Virus
- Tissue, Organ-/System, Organism, etc.
- Biotechnology, Genetic Engineering

Word Building & Communication for Industry

- Life Science & branches of the medical field
- Dealing or negotiating with English-speaking technical sales or business representatives
- Writing tips for briefs, emails, etc.
- Evaluate business contracts, disclaimers
- Comparing BrEnglish vs. AmEnglish

Laboratory Work Environment

- Lab Equipment, Utensils & Devices
- Chemicals, Emulsions, Enzymes & Hormones
- Abbreviations-/Jargon used during daily working situations
- The Laboratory & processing techniques

Regulatory Explanations & Discussions

- US-FDA / ISO 9000 Series / EU REACH
- SOP / GMP / USP / MSDS / CoA

CONUS Business, Advice & Training ■ ■ ■ ■ ■

Steven L. Hanft, M.A., President, **CONUSBAT**

Editor; **Learning Technical English Newsletter** [®]

- Technical English Trainer; Haus der Technik Essen
- Business Teaching Mentor; HEC-ULg (B)

**Technical English for the Industry:
Life Science, Food & Personal Care Sectors**

TRAINING CONDITIONS

Target Clientele

- Employees from all areas & positions of the Life Science, Food, Cosmetics & Personal Care Industries & Distribution

Approach

- Tailored to client needs with respect to duration & focus contents
- Nr. of Participants: 1 – 15 max.
- Types of workshops: 'Kick-offs', Block, Bi-monthly or other requests taken
- Length and workshop's fee are to based on agreement

Technical English Communication Support

- Oral Presentations by all participants with evaluations - Topics chosen to be related to Health, Medicine, Science, Industry, etc.
- Sales & Marketing Presentations, Business Events, 'Elevator Speech', Contracts
- English Skills for the work environment in Life Sciences, Food & Personal Care
- Interactive discussions on new discoveries & trends in Life Science Industries; Pharma, Medical, Food & Nutrition, Personal Care

Special Business Service - Contacts to the US Sector Industries; Specialty Chemical Processors & Distributors, etc.

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Client Name:..... Company.....
Title..... Phone..... Fax.....
Email..... www.....
Street/POB.....
City/State..... Post Code..... Country.....
Anticipated Seminar Structure
Focus Content..... Number of Participants.....
Participant's Background..... Target Duration.....

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