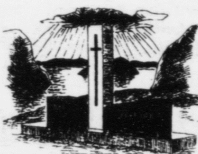


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ability in talking English more fluently and to
enable you to

- set telephone protocols for incoming calls
- make appointments/arrangements/bookings
- formulate answers to commonly asked questions
- meet with special needs of customers and handle difficult customers
- create a brochure in English to describe your product or service, etc.

ParticipantsThe course is ideal for people working in the
service sector with English skills at
intermediate level (roughly HF niveau).**Duration:** 40 lessons**Dates:** Each of the following
Wednesdays from 1400 to 1630
hours:February: 18, 25
March: 4, 11, 18, 25
April: 1, 8, 15, 22, 29
May: 6, 13**Place:** The Faroe Island Business
School, Tórshavn**Teacher:** Lynn Reveal**Price:** 1.500,00 each**Enrollment:** By 1998 February 2**Telephone Service in English****Answering the Phone Can Be a Pleasant
Experience!****Goal**The goal of this course is to enable people to
talk on the phone in a confident and fluent
way, and to deal in English with commonly
occurring situations.**Content**Key topics: Identifying your company and
yourself - Routing incoming calls - Taking
messages - Asking for addition information -
Making arrangements/appointments/bookings
- Answering questions - Closing phrases - Small
talk and its importance.**Participants**The course is ideal for secretaries, reception-
ists, switchboard operators and others.**Duration:** 1 day 2 days
9 a.m. to 17 p.m. 9 a.m. to 17 p.m.**Dates:** 1998 January 15 1998 February 11, 12**Place:** Hotel in Tórshavn Hotel in Tórshavn**Teacher:** Lynn Reveal Lynn Reveal**Price:** 1.500,00 each 3.000,00 each**Enrollment:** By 1998 January 13 By 1998 February 2Skeiðmi verða bildin á Foroya Handilsskúla í Tórshavn treytað
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