**Making arrangements**

Self-assessment

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME:** **before cross-check after cross-check after lessons** | | | | | | | | | | | | |
|  | ex-cellent | quite good | not so good | I need to improve | ex-cellent | quite good | not so good | I need to improve | ex-cellent | quite good | not so  good | I need to improve |
| I know the relevant vocabulary for: |  |  |  |  |  |  |  |  |  |  |  |  |
| - booking flights |  |  |  |  |  |  |  |  |  |  |  |  |
| - hiring cars |  |  |  |  |  |  |  |  |  |  |  |  |
| - making appointments |  |  |  |  |  |  |  |  |  |  |  |  |
| - booking hotels |  |  |  |  |  |  |  |  |  |  |  |  |
| - equipping a conference room |  |  |  |  |  |  |  |  |  |  |  |  |
| - preparing an agenda |  |  |  |  |  |  |  |  |  |  |  |  |
| - writing the minutes |  |  |  |  |  |  |  |  |  |  |  |  |
| - booking exhibition stands |  |  |  |  |  |  |  |  |  |  |  |  |
| I can understand a dialogue about the organization of an upcoming conference. |  |  |  |  |  |  |  |  |  |  |  |  |
| I can understand a text about planning a corporate event. |  |  |  |  |  |  |  |  |  |  |  |  |
| I can write an email enquiry about hotel accommodation. |  |  |  |  |  |  |  |  |  |  |  |  |
| I can mediate information concerning a trade fair from English to German in a text. |  |  |  |  |  |  |  |  |  |  |  |  |
| I know cultural differences concerning doing business for at least five different countries. |  |  |  |  |  |  |  |  |  |  |  |  |