

COURSE OUTLINE

COURSE TITLE	BUSINESS COMMUNICATION II	CODE:
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YEAR OF STUDY	SEMESTER	COURSE STATUS (C-COMPULSORY/O-OPTIONAL/E-ELECTIVE)	E
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NUMBER OF HOURS PER WEEK				TOTAL NUMBER OF HOURS PER SEMESTER	TOTAL NUMBER OF SELF-STUDY HOURS	CREDITS	TYPE OF ASSESSMENT (MT-MID-TERM, O-ORAL EXAM, M-MIXED)	LANGUAGE OF TEACHING
C	S	L	Pr.					
2	0				28		M	EN

COURSE COORDINATOR	ACADEMIC TITLE, FIRST NAME, LAST NAME	DEPARTMENT
	LECTURER OLESIA LUPU, PhD	EACSI

PREREQUISITE COURSES	
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COURSE OBJECTIVES	<p>Main objective: developing a professional understanding of in-company and company-to-company oral and written communication</p> <hr/> <p>SPECIFIC OBJECTIVES: <u>KNOWLEDGE</u>, <u>ABILITIES</u> AND/OR <u>COMPETENCIES</u></p> <ul style="list-style-type: none"> i) <u>Cognitive competencies</u> (<i>knowledge</i>) understanding professional writing documents ii) <u>Functional competencies</u> (abilities and competencies: applying knowledge to a particular context) developing skills in designing and writing business documents iii) <u>Personal competencies</u> using adequately abilities in oral and written business communication iv) <u>General competencies</u> developing a clear understanding of the nature of business communication, developing oral and written skills for the workplace
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COURSE OUTLINE	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; text-align: left;">NAME OF CHAPTER/ TOPIC</th> <th style="width: 20%; text-align: right;">No. of hours</th> </tr> </thead> <tbody> <tr> <td>1. INTRODUCTION TO PROFESSIONAL COMMUNICATION</td> <td style="text-align: right;">2</td> </tr> <tr> <td style="padding-left: 20px;">A. VERBAL AND NON-VERBAL COMMUNICATION</td> <td style="text-align: right;">2</td> </tr> <tr> <td style="padding-left: 20px;">B. IN-COMPANY WRITTEN COMMUNICATION</td> <td style="text-align: right;">4</td> </tr> <tr> <td style="padding-left: 20px;">C. COMPANY-TO-COMPANY WRITTEN COMMUNICATION</td> <td style="text-align: right;">16</td> </tr> <tr> <td>2. ORAL COMMUNICATION SKILLS</td> <td style="text-align: right;">2</td> </tr> <tr> <td style="padding-left: 20px;">A. PRESENTATIONS</td> <td style="text-align: right;">2</td> </tr> <tr> <td style="padding-left: 20px;">B. MEETINGS</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">C. NEGOTIATIONS</td> <td style="text-align: right;">2</td> </tr> </tbody> </table>	NAME OF CHAPTER/ TOPIC	No. of hours	1. INTRODUCTION TO PROFESSIONAL COMMUNICATION	2	A. VERBAL AND NON-VERBAL COMMUNICATION	2	B. IN-COMPANY WRITTEN COMMUNICATION	4	C. COMPANY-TO-COMPANY WRITTEN COMMUNICATION	16	2. ORAL COMMUNICATION SKILLS	2	A. PRESENTATIONS	2	B. MEETINGS		C. NEGOTIATIONS	2
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SEMINAR/LAB TOPICS	
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TEACHING METHODS		
BIBLIOGRAPHY	<p>1.Chiriacescu , A., Mureșan, L., Barghiel, V., Holingher, A., <i>Corespondență de afaceri în limbile română și engleză</i>, Teora, București, 1995.</p> <p>2.Crystal, D., <i>English as a Global Language</i>, Cambridge University Press, Cambridge, 1997.</p> <p>3. Littlejohn, A., <i>Company to Company- a New Approach to Business Correspondence in English</i>, Cambridge University Press, Cambridge, 1998.</p>	
ASSESSMENT	TERMS	Class attendance
	CRITERIA	In-class activity
	TYPES	Portfolio of written documents, written exam
	FINAL GRADE FORMULA	Portfolio – 50% ; written exam – 50%