

TUTORIAL COURSE FORM – 2018-2019 ACADEMIC YEAR

Name of the tutorial course (Erasmus/exchange students)	Business Communication in English
Professor	Name_ Luminita Cocarta Office_ B314 Email_ lucocarta@yahoo.com
Semester in which the tutorial course is available	Sem 1 and sem 2
No. of ECTS credits	5
Level of study	Undergraduate/Bachelor, year 2,3
Short description/Contents	The interactive courses suggested aim at developing written and oral communication skills in English, in order to prepare students for their future professional life and for dealing internationally. Course 1- semester 1 -Written Communication- Business letters Course 2- semester 2- Oral Communication- Meetings, Negotiations, Oral presentations
Assessment	Sem 1 –Written assessment Sem 2 – Oral presentation
Bibliography	1. Andrei, L., <i>Episodes in Business Communication</i> , Editura Sedcom Libris, Iași, 2004. 2. Pilbeam, A., Hughes G., <i>Business Talk- Authentic Listening for Business Professional English</i> , Longman Group UK Limited, 1992. 3. Littlejohn, A., <i>Company to Company</i> , CUP, 1988. Goodale, M., <i>The Language of Meetings</i> , ITP Business, 1987.
Observations	The course is offered as a tutorial, with regular teacher-student meetings.