

TUTORIAL COURSE FORM - 2018-2019 ACADEMIC YEAR

Name of the tutorial course (Erasmus/exchange students)	Effective Communication in the Workplace
Professor	Name: Oana URSU Office: B 507 Email: surugiu.oana@gmail.com
Semester in which the tutorial course is available	1 st & 2 nd
No. of ECTS credits	5
Level of study	Bachelor/ Masters
Short description/Contents	<ol style="list-style-type: none"> I. Establishing work relationships II. Personal branding – Establishing a professional “Self” III. Effective direct communication IV. Effective communication through email V. Strengthening your network VI. Revision VII. Final Assessment
Assessment	Project/ Oral assessment
Bibliography	<p>Appleby, Rachel and Heidi Grant. (2016). <i>Business Result – Advanced Student’s Book</i>. Oxford University Press.</p> <p>Ashley, A. (2010). <i>Oxford Handbook of Commercial Correspondence</i>. Oxford University Press. Chapters 1-3, pp. 7-38.</p> <p>Emerson, Paul. (2013). <i>Business Vocabulary Builder</i>. Macmillan Publishers Limited.</p> <p>Mackenzie, Ian. (2009). <i>A course for Business Studies and Economics Students</i>. Cambridge University Press.</p>

	<p>Mascull, Bill and Jeremy Comfort. (2007). <i>Best Practice. Intermediate</i>. Thomson Heinle.</p> <p>Mascull, Bill. (2015). <i>Business Vocabulary in Use. Advanced</i>. Cambridge University Press.</p> <p>Mascull, Bill. (2010). <i>Business Vocabulary in Use. Intermediate</i>. Cambridge University Press.</p> <p>Sharma, Pete. (2010). <i>In Company - Upper Intermediate</i>. Macmillan Publishers Limited.</p>
Observations	