

TUTORIAL COURSE FORM – 2018-2019 ACADEMIC YEAR

Name of the tutorial course (Erasmus/exchange students)	English for Career Development
Professor	Name: OANA URSU Office: B 507 Email: surugiu.oana@gmail.com
Semester in which the tutorial course is available	1 st and 2 nd
No. of ECTS credits	5
Level of study	Bachelor/ Masters
Short description/Contents	<ol style="list-style-type: none"> I. Entering the Job Market II. CV writing III. Cover letter writing IV. Networking V. Successful Interviewing VI. Revision VII. Final Assessment
Assessment	Project/ Oral assessment
Bibliography	<p>Butzphal, Gerlinde, Maier-Fairclough, Jane. <i>Career Express Business English 2</i>. Cornelsen Verlag. Berlin. 2010.</p> <p>Chapman, Rebecca. <i>Express Series: English for Emails</i>. Oxford University Press. 2007.</p> <p>Downes, Colm. <i>Cambridge English for Job Hunting</i>. Cambridge University Press. 2008.</p> <p>Emmerson, Paul. <i>Business Vocabulary Builder</i>. Macmillan. 2009.</p> <p>Turner, Rebeca. <i>English for Emails</i>. Cornelsen. 2016.</p> <p>Taylor, Shirley. <i>Model Business Letters, E-mails and Other Business Documents</i>. Financial Times/Prentice Hall. 2003.</p> <p>Thomson, Kenneth. <i>English for Meetings</i>. Cornelsen. 2006.</p>
Observations	

