

**TUTORIAL COURSE FORM**

**2021-2022 ACADEMIC YEAR**

<b>Name of the tutorial course (incoming Erasmus/exchange students)</b>	<b>Business Meetings in English</b>
<b>Name of the professor</b>	Oana Alexandra ALEXA Assistant lecturer, PhD
<b>Email of the professor</b>	oana.alex@uaic.ro
<b>Office of the professor Consultation hours</b>	B507 Tuesday 12-14 (prior e-mail appointment)
<b>Semester(s) in which the tutorial course is available</b>	I/II
<b>No. of ECTS credits</b>	5
<b>Level of study (bachelor/master/PhD)</b>	Bachelor
<b>Short description/Contents</b>	<ul style="list-style-type: none"> <li>- Types of business meetings</li> <li>- Meeting structure</li> <li>- Business vocabulary</li> <li>- Intercultural communication</li> <li>- Chairing meetings</li> <li>- Differences between attending face-to-face and virtual/online meetings</li> </ul>
<b>Assessment/Evaluation</b>	Ongoing (EVP 100%)
<b>Bibliography</b>	<ol style="list-style-type: none"> <li>1. Thomson, Kenneth. <i>English for Meetings</i>, Oxford University Press, 2007.</li> <li>2. Mina, Eli. <i>The Business Meetings Sourcebook</i>, AMACOM, New York, 2002.</li> </ol>
<b>Observations</b>	