

TUTORIAL COURSE FORM

2023-2024 ACADEMIC YEAR

Name of the tutorial course (incoming Erasmus/exchange students)	Business Correspondence in English
Name of the professor	Lect. Oana Alexandra ALEXA, PhD
Email of the professor	oana.alex@uaic.ro
Office of the professor Consultation hours	B320 Thursday 14-16 (prior e-mail appointment)
Semester(s) in which the tutorial course is available	I/II
No. of ECTS credits	5
Level of study (bachelor/master/PhD)	Bachelor
Short description/Contents	- Business correspondence – general notions and types - E-mails (types, structure, levels of formality)
Assessment/Evaluation	Ongoing (EVP 100%)
Bibliography	<ol style="list-style-type: none"> 1. Brieger, Nick. <i>English for Business Writing</i>, Harper Collins Publishers, London, 2011. 2. Chapman, Rebecca. <i>English for Emails</i>. Oxford University Press, 2007. 3. Young, Dona J. <i>Business English Writing in the Global Workplace</i>, McGraw-Hill Education, 2008.
Observations	