



UNIVERSITATEA „ALEXANDRU IOAN CUZA” din IAȘI

## FACULTATEA de ECONOMIE ȘI ADMINISTRAREA AFACERILOR

### TUTORIAL COURSE FORM

#### 2025-2026 ACADEMIC YEAR

<b>Name of the tutorial course (incoming Erasmus/exchange students)</b>	Business Communication in English
<b>Name of the professor</b>	Luminita Cocarta
<b>Email of the professor</b>	lucocarta@yahoo.com
<b>Office of the professor Consultation days/hours</b>	B314
<b>Semester(s) in which the tutorial course is available</b>	Sem 1 and sem 2
<b>No. of ECTS credits</b>	5
<b>Level of study (bachelor/master/PhD)</b>	Undergraduate/Bachelor
<b>Short description/Contents</b>	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 -Oral Communication- Meetings, Negotiations, Oral presentations. Course 2- semester 2- Written Communication- Business Letters
<b>Assessment/Evaluation</b>	1. Oral presentations 2. Written paper 3. Team work
<b>Bibliography</b>	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.
<b>Observations</b>	The course is offered as a tutorial, with regular teacher-student meetings.