



UNIVERSITATEA „ALEXANDRU IOAN CUZA” din IAȘI

FACULTATEA de ECONOMIE ȘI ADMINISTRAREA AFACERILOR

TUTORIAL COURSE FORM

2025-2026 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 days/hours	B320 (B building, ground floor) Thursday 14-16 (prior e-mail appointment)
Semester(s) in which the tutorial course is available	1 st or 2 nd semester
No. of ECTS credits	5
Level of study (bachelor/master/PhD)	bachelor, master
Short description/Contents	1. Business correspondence – general notions and types 2. E-mails (types, structure, levels of formality) 3. Business e-mails
Assessment/Evaluation	1. Ongoing oral evaluation during the student- professor meetings (40% of final grade) 2. Oral presentation on agreed topic based on the course (40% of final grade) 3. Written test based on course materials (20% of final grade)
Bibliography	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	