



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)	Preparing and Delivering Business Presentations 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 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. Preparing for a presentation (structure, auxiliary materials, using technology) 2. Delivering a presentation (appearance, dealing with nervousness/unforeseen situations) 3. Answering questions
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. Grussendorf, Marion. <i>English for Presentations</i> , Oxford University Press, 2007. 2. Williams, Erica J. <i>Presentations in English</i> , Macmillan Publishers Limited, Oxford, 2008.
Observations	