

Course title	English IV - Business Communication
Course code	
Type of course	Compulsory
Level of course	Undergraduate
Year of study	Second (2nd)
Semester	Fourth (4th)
ECTS credits	5
Name of lecturer(s)	Vassiliki Delli, EFL/ESP Instructor
Aim of the course	The aim of this course is to build up students' general skills in business communication both written and spoken. The course initially explores essential principles and guidelines of business communication and the purposes the latter serves in the contemporary business environment.
Learning outcomes	At the end of the course students: 1. will have practised and improved all four English language skills 2. will have introduced themselves to concepts of Business Communication 3. will have practiced (by means of tasks) the principles of Business Communication
Competences	Good knowledge/command of English (B1 level Threshold - B2 level Vantage).
Prerequisites	There are no prerequisites for the course. However, good knowledge of English is recommended towards students' successful completion of the course.
Course contents	With regards to written correspondence, the areas covered in this course are: -Office Communication Documents (how to write an effective fax, memo and email), -Job Solicitation letters (Application letters, Cover letters, CVs) -Other Business Letters (e.g. Letters of Acceptance, Rejection, General Inquiries) -Other Business Documents (e.g. reports, proposals) -Meetings Documentation As far as oral communication is concerned, the course covers skills and vocabulary for the following business disciplines: -Meetings and Discussions, -Telephone Skills, -Interview Skills and Socializing Skills.
Recommended reading	1. Taylor, S., <i>Model Business Letters, Emails and other Business Documents</i> , FT Prentice Hall, 2003 2. Wyatt, R. <i>Check your English Vocabulary for Business and Administration</i> , Bloomsbury, 2008. 3. Personal notes and material
Teaching and learning methods	Lectures.

Assessment and grading methods	Final written exam. Minimum passing grade: 5.
Language of instruction	English