

SYLLABUS

1. Information regarding the program

1.1 Higher education institution	University of Oradea
1.2 Faculty	Faculty of Economic Sciences
1.3 Department	Department of International Business
1.4 Field of study	Economics and International Business
1.5 Cycle of study	Cycle II - Masters
1.6 Program of study /Degree	International Business Administration / Master's Degree

2. Information regarding the discipline

2.1 Name of discipline		Business Communication in English Language II					
2.2 Course titleholder		Assoc. Prof. Ioana-Claudia HOREA PhD					
2.3 Seminar / Practical works titleholder		-					
2.4 Year of study	2 nd	2.5 Semester	III	2.6 Type of assessment	Cv.	2.7 Type of discipline	I

(I) Compulsory; (O) Elective; (F) Facultative

3. Estimated total time (hours/semester of activities)

3.1 Number of hours/week	1	out of which: 3.2 course	1	3.3 seminar	-
3.4 Total of hours in Curriculum	14	out of which: 3.5 course	14	3.6 seminar, laboratory	-
Distribution of hours:					86
Studying the workbook, course book, bibliography and notes					56
Supplementary documentation in the library, on electronic specialty sites and in the field					28
Preparing seminars/laboratories, themes, projects, portfolios and essays					-
Tutorship					-
Assessment activities					2
Other activities.....					-
3.7 Total hours of individual study	86				
3.9 Total hours/semester	100				
3.10 Number of credits	4				

4. Pre-requisites (if applicable)

4.1 curriculum
4.2 skills

5. Conditions (if applicable)

5.1. concerning course activities	Room with board, videoprojector, students' desks
5.2. concerning seminar/practical work activities	Room with board, computers and videoprojector, students' desks

6. Specific skills acquired

Professional skills	C2.1 Identifying, describing thoroughly and communicating the concepts, theories and decisions related to the organization and financing activities of internationally active companies in a multicultural business environment C3.3 Identifying strategies applicable to real complex situation in the international context. C4.1 Identifying, describing thoroughly and communicating the implementation modalities of strategies
Transversal Skills	CT1. Achieving independently or with the group the complex tasks / objectives in developing and implementing international projects under time pressure, in conditions of uncertainty, risk and multiculturalism, and enforcement of norms and professional ethics and values for decision. CT2. Planning and organizing human resources within a group / an organization in terms of acceptance of diversity of opinion and culture, and of critical attitudes; their critically-constructive evaluation.

7. Objectives of discipline (resulting from the grid of specific skills acquired)

7.1 General objective of discipline	<ul style="list-style-type: none"> ▪ gaining communication skills appropriate to potentially real circumstances in the economic field; ▪ knowledge and appropriate usage of specialized terminology and grammatical structures;
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	<ul style="list-style-type: none"> ▪ acquiring documentation skills, in English, in the field of specialty.
7.2 Specific objectives	<ul style="list-style-type: none"> ▪ explanation and interpretation of various specialized terms in English; ▪ acquiring linguistic skills involved in the interpretation and translation of texts from the field of economics; ▪ learning techniques of editing and completing specialized documents in English; ▪ making best and most creative use of own potential in professional activities

8. Contents

8.1 Course (C)	Teaching methods	Observations
8.1.1. Components of communication	conversation, guided discovery	1 hour
8.1.2. Types of communication contexts	exposition, guided discovery	1 hour
8.1.3. Responsibilities as a communicator	conversation, demonstrative example	1 hour
8.1.4. Parts of a message	conversation, guided discovery	1 hour
8.1.5. Key principles of verbal communication	guided discovery, demonstrative example	1 hour
8.1.6. Message emphasis strategies	exposition, guided discovery	1 hour
8.1.7. Effective business writing	exposition, demonstrative example	1 hour
8.1.8. Revising and proofreading	guided discovery	1 hour
8.1.9. Gestures during speech	exposition, demonstrative example	1 hour
8.1.10. Improving nonverbal communication	exposition, guided discovery	1 hour
8.1.11. Types of speech to inform	guided discovery, conversation	1 hour
8.1.12. Persuasion and motivation	exposition, guided discovery	1 hour
8.1.13. Components of an argument	demonstrative example, guided discovery	1 hour
8.1.14. Resolving workplace conflict	conversation, guided discovery	1 hour
Bibliography <ol style="list-style-type: none"> 1. <i>Business Communication for Success</i>, University of Minnesota Libraries Publishing edition, 2015, edition adapted from a work originally produced in 2010 by a publisher who has requested that it not receive attribution. Minneapolis, MN 2. <i>Communication handbook: "Let Us Give You a Hand in Communicating Effectively"</i>, The Hague, ABB Lummus Global B.V., Editors: Alexandra Atepaeva, Debbie Evers, Loes van Gijn, Bianca de Ruiter. 3. <i>Communication Skills</i>, 2nd edition, Careers Skills Library, New York, Ferguson, Facts On File, 2004. 4. Horea Ioana , <i>English and Communication</i>, Editura Universității din Oradea, acreditată de CNCIS, cod 149, ISBN 978-973-759-571-3, 114 pg., 2008 5. Horea, Ioana, <i>Business Correspondence in Drills</i>, Oradea, Editura Universității din Oradea, 2004. 6. MacKenzie Andrea et al., <i>NETworking: Workplace Communication in the English Classroom</i>, NET Section, Curriculum Development Institute, Education Bureau, Hong Kong (SAR), 2009, updated 2012. 7. Nikolaenko, E.B., <i>Business English</i>, Tomsk Polytechnic University Publishing House, 2008 8. Pease, Allan, <i>Body language</i>, London, Sheldon Press, 1992. 9. Picardi, Richard P., <i>Skills of Workplace Communication: a Handbook for T&D Specialists and their Organizations</i>, Westport, Quorum Books, 2001. 10. Sweeney, Simon, <i>English for Business Communication</i>, Student's Book, Cambridge University Press. 11. Vicker, Lauren; Hein, Ron, <i>The Fast Forward MBA in Business Communication</i>, New York, John Wiley & Sons, Inc, 1999. 		
8.2 Seminar (S)	Teaching methods	Observations
8.2.1. -		
8.3 Laboratory (L)		
8.3.1. -		
8.4 Project (P)		
8.4.1. -		
8.5 Practical works (P)		
8.5.1. -		

9. Corroboration of the contents of the discipline with the expectations of the epistemic community, professional associations and employers representing the field of study of the program

- The topics covered are bound to build business communication skills and provide students with specific terminology, useful language elements and structures of communication, to establish business relations with foreign partners.

10. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
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10.4 Course (C)	- correctness and completeness of knowledge; - logical consistency and ability to work with acquired knowledge; - the degree of assimilation of the language of specialty;	Written exam, multiple choice test	100%
10.5 Seminar (S)			
10.6 Laboratory (L)			
10.7 Project (P)			
10.8 Practical works (P)			
10.9 Minimum performance standard			
<ul style="list-style-type: none"> Developing a personal plan for continuous training for professional, managerial and communication competence development. 			

Date

Course titleholder:

Seminar and practical works titleholder:

24.09.2019

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**Director of Department,
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**Date of approval
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27.09.2019

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**Date of approval
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30.09.2019

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