

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 I - BACHELOR
1.6 Program of study /Degree	INTERNATIONAL BUSINESS / BACHELOR DEGREE

2. Information regarding the discipline

2.1 Name of discipline	Commercial Correspondence in English I.2						
2.2 Course titleholder	lecturer Anamaria-Mirabela POP PhD						
2.3 Seminar titleholder	lecturer Anamaria-Mirabela POP PhD						
2.4 Year of study	III	2.5 Semester	VI	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	2	out of which: 3.2 course	1	3.3 seminar	1
3.4 Total of hours in Curriculum	28	out of which: 3.5 course	14	3.6 seminar	14
Distribution of hours:					56 hours
Studying the workbook, course book, bibliography and notes					43 hours
Supplementary documentation in the library, on electronic specialty sites and in the field					2 hours
Preparing seminars/laboratories, themes, projects, portfolios and essays					8 hours
Tutorship					0 hour
Assessment activities					3 hours
Other activities.....					0 hour
3.7 Total hours of individual study	56				
3.9 Total hours/semester	84				
3.10 Number of credits	3				

4. Pre-requisites (if applicable)

4.1 curriculum	-
4.2 skills	-

5. Conditions (if applicable)

5.1. concerning the course activities	Distance Learning Platform / https://e.uoradea.ro
5.2. concerning the seminar/laboratory activities	Distance Learning Platform / https://e.uoradea.ro

6. Specific skills acquired

Professional skills	<p>C1. Designing studies regarding the domestic and international business environment for business enterprises, private and public institutions, with activity in the field of international businesses</p> <p>C1.2 Explaining the key concepts and methodologies of interpretation of phenomena and processes faced by public and private organizations in international business</p> <p>C1.4 Analysing some typical empirical situations and critical assessment of the methodologies used in the study of international business of public communities and private organizations</p>
Transversal Skills	<p>CT1. Applying the principles, norms and professional ethics values in the personal strategy of rigorous, efficient and responsible work.</p> <p>CT2. Identifying the roles and responsibilities in a multi-specialized team and using the relationship techniques and efficient work in the team.</p> <p>CT3. Identifying the opportunities of continuous formation and values – the efficient implementation of the resources and educational techniques for the personal development.</p>

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

7.1 General objective of discipline	<ul style="list-style-type: none"> • to gain communication skills appropriate to potentially real circumstances in the economic field;
7.2 Specific objectives	<ul style="list-style-type: none"> • to explain and interpret various specialized terms in English; • to acquire linguistic skills involved in the interpretation and translation of texts from the field of economics; • to learn techniques of editing and completing specialized documents in English; • to make the best and most creative use of own potential in professional activities; • to know and appropriately use specialized terminology and grammatical structures; • to acquire documentation skills, in English, in the field of specialty.

8. Contents

8.1 Course (C)	Teaching methods	Observations
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8.1.1.	Letters requesting information	discourse, interactive methods	
8.1.2.	Letters sending information	discourse, interactive methods	
8.1.3.	Price change notice	discourse	
8.1.4.	Letter of invitation	discourse	
8.1.5.	Enquiry letters	discourse, interactive methods	
8.1.6.	Offer	discourse	
8.1.7.	Reply to an offer. Quotations	discourse, interactive methods	
8.1.8.	Order and its confirmation	discourse	
8.1.9.	Complaints and adjustments	discourse	
8.1.10.	Transportation and shipping	discourse, interactive methods, using audio devices	
8.1.11.	Insurance	discourse, interactive methods	
8.1.12.	Résumès, CVs and covering letters	discourse, learning by discovery	
8.1.13.	Miscellaneous correspondence	discourse, interactive methods	
8.1.14.	Test	assessment	
Bibliography <ol style="list-style-type: none"> 1. Foster, Dean Allen, <i>Bargaining across Borders. How to Negotiate Business Successfully Anywhere in the World</i>, McGraw-Hill, Inc., 1995. 2. Gesteland, Richard R., <i>Cross-Cultural Business Behaviour</i>, Handelshojkskolens Forlag, Copenhagen, 1997. 3. Hall, E. T., <i>The Silent Language</i>, Garden City, New York: Anchor Press/Doubleday, 1990. 4. Lewis, R. D., <i>When Cultures Collide: Managing Successfully Across Cultures</i>, London: Nicholas Brealey, 1993. 5. Sweeney, S., <i>English for Business Communication: Second Edition</i>, Cambridge University Press, 2003 6. Pop, M., <i>Business Correspondence in English</i>, Editura Universităţii din Oradea, 2007. 7. Materiale disponibile pe platforma Distance Learning: https://distance.iduoradea.ro/course/view.php?id=5133 / https://e.uoradea.ro 			
8.2 Seminar (S)		Teaching methods	Observations
8.2.1.	Letters requesting information. Writing a letter requesting information	interactive methods, role play	
8.2.2.	Letters sending information. Writing a letter sending information	interactive methods	
8.2.3.	Price change notice. Writing a price change notice	interactive methods	
8.2.4.	Letter of invitation. Writing a letter of invitation	interactive methods	
8.2.5.	Enquiry letters. Writing and enquiry	interactive methods	
8.2.6.	Offer. Writing an offer	interactive methods	
8.2.7.	Reply to an offer. Quotations. Writing quotations	interactive methods	
8.2.8.	Order and its confirmation. Writing an order letter	interactive methods	
8.2.9.	Complaints and adjustments. Writing a complaint letter	interactive methods	
8.2.10.	Transportation and shipping. Vocabulary exercises	interactive methods, role play	
8.2.11.	Insurance. Vocabulary exercises	interactive methods	
8.2.12.	Résumès, CVs and covering letters. Writing your personal CV and a covering letter	interactive methods	
8.2.13.	Miscellaneous correspondence. Vocabulary exercises	interactive methods	
8.2.14.	Test	assessment	
8.3 Laboratory (L)			
8.4 Project (P)			

8.5 Practical works (P)
Bibliography <ol style="list-style-type: none"> 1. Foster, Dean Allen, <i>Bargaining across Borders. How to Negotiate Business Successfully Anywhere in the World</i>, McGraw-Hill, Inc., 1995. 2. Gesteland, Richard R., <i>Cross-Cultural Business Behaviour</i>, Handelshojskolens Forlag, Copenhagen, 1997. 3. Hall, E. T., <i>The Silent Language</i>, Garden City, New York: Anchor Press/Doubleday, 1990. 4. Lewis, R. D., <i>When Cultures Collide: Managing Successfully Across Cultures</i>, London: Nicholas Brealey, 1993. 5. Sweeney, S., <i>English for Business Communication: Second Edition</i>, Cambridge University Press, 2003 6. Pop, M., <i>Business Correspondence in English</i>, Editura Universităţii din Oradea, 2007. 7. Materiale disponibile pe platforma Distance Learning: https://distance.iduoradea.ro/course/view.php?id=5133 / https://e.uoradea.ro

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

<ul style="list-style-type: none"> ▪ The topics covered are bound to build 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
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;	Online written exam on the Learning Distance Platform / https://e.uoradea.ro	50%
10.5 Seminar (S)	-writing and delivering a project	Online intermediary exam (semester assessment) on the Learning Distance Platform / https://e.uoradea.ro	25%
10.6 Laboratory (L)			
10.7 Project (P)			
10.8 Practical works (P)			
10.9 Minimum performance standard			
<ul style="list-style-type: none"> • Weekly assignments posted on the Distance Learning platform / https://e.uoradea.ro – 25% 			

Date	Course titleholder:	Seminar titleholder:
25.09.2020	Lecturer Anamaria-Mirabela POP PhD	Lecturer Anamaria-Mirabela POP PhD
	E-mail address:	E-mail address:
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Associate Professor Liana-Eugenia MEȘTER PhD

**Date of approval in
the Department:**

28.09.2020

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Dean,

Professor Alina BĂDULESCU, PhD

**Date of approval in
The Council of the
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30.09.2020

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