



ERASMUS+ INCOMING STUDENTS COURSE CATALOGUE

Department of English Language and Literature

COURSE TITLE: Business correspondence		
Course instructor	Dr Anita Memišević, Assistant Professor/ Martina Podboj, PhD	
Study programme	Undergraduate study programme in English language and literature	
Status of the course	Elective	
Year of study	2 nd	
ECTS credits and manner of instruction	ECTS credits	2
	Number of class hours (Lectures + Exercises + Seminars)	30+0+0

1. COURSE DESCRIPTION
1.1. Course objectives
The goal of the course is to equip the students with the skills necessary to write business letters, e-mails, memos, reports and CVs and cover letters in different varieties of English (British, American, Canadian, Australian).
1.2. Course enrolment requirements and entry competences required for the course
B2 level of English
1.3. Expected course learning outcomes
Upon successful completion of the course the students will be able to: <ol style="list-style-type: none">1. Write business letters in different varieties of English2. Write faxes in different varieties of English3. Write business e-mails in different varieties of English4. Write memos in different varieties of English5. Write reports in different varieties of English6. Write CVs in different varieties of English7. Write cover letters in different varieties of English
1.4. Course content
<ul style="list-style-type: none">- Structure of business letters, e-mails, memos, reports, CVs and cover letters in different varieties of English with special emphasis on differences in the form of business letters and CVs.- Vocabulary used in different forms of business correspondence: orders, offers, invitations, enquiries, reminders, letters of congratulation, contracts, delivery of goods, complaints, banking, agents and agencies, transport, reservations, appointments, condolences, etc.



1.5. Manner of instruction

✓ Lectures

Seminars and workshops

Distance learning

Individual assignments

Other: research