

Implementation plan Finished

Study unit	Business Communication Skills (A0147), 5.0
Implementation	NIA1321: 2/2013-2014 (05.02.2014 - 14.05.2014)
Type	INITIATION OF PROFESSIONAL GROWTH (A029)
Groups	Primary: NIA13SN Others :
Involved in the project	
Lecturers	Sebastian King
Number of participants	Minimum: Maximum:
Enrolment period	02.12.2013 08:00 - 08.12.2013
Main timing for implementation	
Applicability	For exchange students: Yes For elective studies: No Open UAS student: No Suitable for virtual UAS: No
Teachers	King Sebastian (Teacher in charge)
Campus	Laurea Leppävaara
Main location for implementation	
Implementation method	Optima realization/student group, Other method of implementation Language: English Virtuality: 0 cr Integration of R&D: 0 cr
Implementation class	
Focus areas	
Evaluation at the latest	13.06.2014 Storing of graded material ends.: 21.06.2015
Exam days	
Having completed the study unit the student is able to	• understand and use key business and financial terminology • create written reports using a formal style • give effective oral presentations on business topics • actively participate in business meetings and negotiations • understand and follow stylistic recommendations for business correspondence
Previous studies	
Learning objectives	• to develop writing skills and familiarity with professional written genres, such as project plans, reports, business correspondence and job applications • to review essential business terms and deepen knowledge of field-specific professional vocabulary • to communicate more effectively in business meetings, negotiations and presentations, and employment interviews
Study material	Handouts and material will be provided by the teacher. The following are also recommended resources: • Bailey, S. 2007. Academic writing for international students. 3rd edition. London: Pearson. • Bovée, C. & Thill, J. 2011. Excellence in business communication. 9th edition. London: Pearson. • Hartley, P. & Bruckmann, C. 2002. Business communication. London: Routledge.

Learning events

Date	o'clock/at h		Subject	Content	Status	Teachers
05.02.2014	12.30 - 15		Introduction. Project orientation.	Meetings will be held regularly on Wednesdays from 12.30 - 15. During the first meeting the course objectives will be explained and project teams will be formed. A more detailed course schedule will be made available in January.		Sebastian King