

# Syllabus

## 1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	International Business and Economics
1.3. Departments	Department of Modern Languages and Business Communication
1.4. Field of study	International business and economics
1.5. Cycle of studies	Master Studies
1.6. Education type	Full-time
1.7. Study programme	Business Communication in English
1.8. Language of study	English
1.9. Academic year	2017-2018

## 2. Information on the discipline

2.1. Name	<b>Interpersonal Communication</b>								
2.2. Code	<b>17.0091IF1.2-0006</b>								
2.3. Year of study	<b>1</b>	2.4. Semester	<b>2</b>	2.5. Type of assessment	<b>Test</b>	2.6. Status of the discipline	<b>O</b>	2.7. Number of ECTS credits	<b>3</b>
2.8. Leaders	S(S)	<b>conf.univ.dr. ȘERBAN-OPRESCU Anca-Teodora</b>					teodora.oprescu@rei.ase.ro		

## 3. Estimated Total Time

3.1. Number of weeks	14.00		
3.2. Number of hours per week	2.00	of which	
		S(S)	2.00
3.3. Total hours from curriculum	28.00	of which	
		S(S)	28.00
3.4. Total hours of study per semester (ECTS*25)	75.00		
3.5. Total hours of individual study	47.00		
<i>Distribution of time for individual study</i>			
Study by the textbook, lecture notes, bibliography and student's own notes	20.00		
Additional documentation in the library, on specialized online platforms and in the field			
Preparation of seminars, labs, assignments, portfolios and essays	13.00		
Tutorials	8.00		
Examinations	6.00		
Other activities			

## 4. Prerequisites

4.1. of curriculum	
4.2. of competences	

## 5. Conditions

for the S(S)	Activities are held in classrooms with internet access and multimedia equipment
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## 6. Acquired specific competences

PREFESSIONAL	C3	
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## 7. Objectives of the discipline

7.1. General objective	Develop student capacity to deliver a presentation in the business environment
7.2. Specific objectives	- Develop Ss ability to structure a presentation in the professional environment - Develop Ss ability to structure thinking patterns and construct a logical, coherent, well-argued and easy to follow discourse - Develop Ss skills for public speaking and present in different contexts

## 8. Contents

8.1. S(S)		Teaching/Work methods	Recommendations for students
1	Seminar themes presentation Discussion of topics Seminar requirements for Ss evaluation (2 seminars)	Seminar presentation Seminar content presentation Introductions	
2	Use of visual support, impact and effectiveness in presentation techniques (2 seminars)	Lecture Professor-Ss discussions Questions and answers	
3	Effective techniques to transmit message (2 seminars)	Lecture Professor-Ss discussions Questions and answers	
4	Audience rapport Answering questions from the audience (2 seminars)	Lecture Professor-Ss discussions Questions and answers	
5	Ss presentations (2 seminars)	Ss individual presentations	
6	Ss presentations (2 seminars)	Ss individual presentations	
7	Ss presentations (2 seminars)	Ss individual presentations	

### ***Bibliography***

- Oxford Business English Skills: Effective Presentations DVD, Oxford University Press, 2007

## 9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme

1. In-depth knowledge of an area of specialization and, within it, of the theoretical, methodological and practical developments specific to the program; the proper use of specific language in communicating with different professional backgrounds
2. Use of specialized knowledge to explain and interpret new situations, in more complex contexts - field associated

**10. Assessment**

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. S(S)	Attendance and participation to seminar activities	Attendance	20.00
10.2. Final assessment	Structure and delivery of presentation	Assesment of Oral Presentation	80.00
10.3. Modality of grading	Whole notes 1-10		
10.4. Minimum standard of performance	Minimum 50% of points for individual presentation		

Date of listing,  
05/26/2022

Signature of the discipline leaders,

Date of approval in the  
department

Signature of the Department Director,