

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	2018-2019

2. Information on the discipline

2.1. Name	Effective Listening and Interacting								
2.2. Code	18.0091IF2.1-0002								
2.3. Year of study	2	2.4. Semester	1	2.5. Type of assessment	Colloquy	2.6. Status of the discipline	O	2.7. Number of ECTS credits	5
2.8. Leaders	C(C)	lect.univ.dr. NICOLAE I ELENA-ECATERINA				elena.nicolae@rei.ase.ro			
	S(S)	lect.univ.dr. NICOLAE I ELENA-ECATERINA				elena.nicolae@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
	C(C) 1.00
	S(S) 1.00
3.3. Total hours from curriculum	28.00 of which
	C(C) 14.00
	S(S) 14.00
3.4. Total hours of study per semester (ECTS*25)	125.00
3.5. Total hours of individual study	97.00
<i>Distribution of time for individual study</i>	
Study by the textbook, lecture notes, bibliography and student's own notes	25.00
Additional documentation in the library, on specialized online platforms and in the field	30.00
Preparation of seminars, labs, assignments, portfolios and essays	25.00
Tutorials	2.00
Examinations	5.00
Other activities	10.00

4. Prerequisites

4.1. of curriculum	
4.2. of competences	

5. Conditions

for the C(C)	
for the S(S)	

6. Acquired specific competences

PREFESSIONAL	C2	
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7. Objectives of the discipline

7.1. General objective	To develop the efficient listening skills and to know how to interact in international business.
7.2. Specific objectives	Identificarea și To identify and assess the oral communication types in international business To master the efficient listening skills and interaction in professional context To give an accurate self-assessment of the skills and professional competences and to design an individual plan to develop such skills

8. Contents

8.1. C(C)		Teaching/Work methods	Recommendations for students
1	Oral communication - cognitive, linguistic, philosophical and psychological aspects		
2	Pronunciation patterns, accent and intonation in English		
3	Different types of accents and dialects in English - social, local and national variations		
4	Listening types and methods. Listening and comprehension vs. Listening and interpretation		
5	Interaction types and methods in professional context		
6	Active listening - linguistic aspects, empathy and non-verbal communication		
7	NLP notions. International business case studies		

Bibliography

- Communicating across Cultures, Macmillan Business, 1990
- Interpersonal Communication, Routledge, 1993
- English Accents and Dialects: An Introduction to Social and Regional Varieties of English in the British Isles, Arnold, 1997
- The Difference that Makes a Difference in Business, Nicholas Brealey Publishing, 2002
- Body Language in the Work Place, Orion, 2011
- Listening in Language Learning, Longman, 1990
- Teaching and Researching Listening, Longman, 2011
- Psycholinguistics. Language, Mind and World, Longman, 2001

8.2. S(S)		Teaching/Work methods	Recommendations for students
1	To analyse the requirements and to assess the individual skills in oral communication		
2	Listening and communication types		
3	Pronunciation patterns accents and intonation in English - applications and practical drills		
4	Accents and dialects in English - applications and practical drills		
5	Listening types and methods. Listening and comprehension vs. Listening and interpretation - applications and practical drills		
6	Formal and informal interaction in business		
7	Effective listening - linguistic aspects		
8	Empathy		
9	Non-verbal communication		
10	NLP notions. International business applications		
11	Phone communication. Teleconferences.		
12	Conflict mediation methods		
13	Questions and answers. Press conference		
14	Final assessment of individual skills in oral communication		

Bibliography

- English for Business Listening, Harper Collins Publishers , 2011
- Intelligent Business Advanced Skills Book, Pearson Longman , 2010
- O’Keefe, Market Leader Advanced, Pearson Longman , 2010
- Market Leader Upper Intermediate, Pearson Longman , 2006
- International Express, Oxford University Press , 2007
- Intelligent Business Upper Intermediate Skills Book, Pearson Longman, 2006

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

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10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. C(C)	listening and interactions skills	colloquy	50.00
10.2. C(C)	Theory applied in case studies	portfolio	20.00
10.3. S(S)	Self-assessment of the strategic plan	portfolio	20.00
10.4. S(S)	Class activity	continuous evaluation	10.00
10.5. Final assessment			
10.6. Modality of grading	Whole notes 1-10		
10.7. Minimum standard of performance			

Date of listing,
05/26/2022

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,