

Course Title	LANGUAGE SKILLS IN PRACTICE I				
Course Code	PRL-235				
Course Type	Elective				
Level	Undergraduate				
Year / Semester	1 / One				
Teacher's Name					
ECTS	5	Lectures / week	3	Laboratories / week	
Course Purpose and Objectives	The course reviews the basic structure of English writing; to acquaint students with the basic considerations of effective business writing; to introduce students to the layout and parts of business letters and memos; and to guide students in editing and composing routine business communication.				
Learning Outcomes	<p>Upon completion of the course students should be able to:</p> <ul style="list-style-type: none"> ▪ show familiarity with the basic considerations of effective business writing; ▪ demonstrate proficiency in editing and composing routine business communication; ▪ communicate effectively through the written word; ▪ write effectively memos and letters; ▪ compare the different writing styles and select the most suitable for business communication. 				