

Course Title	LANGUAGE SKILLS IN PRACTICE II				
Course Code	PRL-245				
Course Type	Elective				
Level	Undergraduate				
Year / Semester	1 / Two				
Teacher's Name					
ECTS	5	Lectures / week	3	Laboratories / week	
Course Purpose and Objectives	<p>The course aims to assist students in gaining knowledge of the types and workings of meetings within an organisation and to prepare them to compose the documentation for meetings such as notices, agenda and minutes; prepare students to compose business communications for a variety of business situations and to assist the student in the understanding, analysing and modifying business data in a variety of forms; introduce the student to the terminology and types of documentation used in a variety of office settings and to utilise exercises from those settings to polish the skills developed in previous semester.</p>				
Learning Outcomes	<p>Upon completion of the course, students should be able to:</p> <ul style="list-style-type: none"> ▪ demonstrate writing and presentation skills; ▪ show the ability to write concise formal and informal reports and presentations; ▪ employ techniques to research, draft, compose, and edit professional documents; ▪ demonstrate ability to communicate information, present and defend their ideas, and persuade others to adopt their point of view; ▪ recognise the issues that new communication technologies raise for business writers; follow guidelines for writing appropriate and effective e-mail and learn to conduct on-line research. 				