

## Annotation

<b>16245 Written and verbal communication</b> <b>60 lessons, facultative discipline</b>	<b>ESTC credits: 3</b>		
<b>Department:</b> <b>Language training and applied linguistics</b>			
<p>The discipline syllabus is tailored for the training of students in the course in Water Transport Management.</p> <p><b>Learning outcomes:</b></p> <p>1. The students WILL BE FAMILIAR WITH:</p> <ul style="list-style-type: none"> <li>- The basic features of written, verbal, and non-verbal communication.</li> <li>- The main principles of conducting business and administration related communication.</li> <li>- The main principles for drawing up business and administration related documents.</li> </ul> <p>2. The students WILL BE ABLE TO:</p> <ul style="list-style-type: none"> <li>- Carry out successful business and administration related communication in their occupational area.</li> </ul>			
<p><b>Assessment system:</b></p> <p>The learning outcomes will be assessed by continuous grade formed on the basis of oral evaluation pursuant to the student's work during practical lessons and their performance of the self-study tasks (40%), as well as a final tests (60%).</p>			
<b>Contents</b>			
<b>No</b>	<b>Units (modules)</b>	<b>Lectures</b>	<b>Seminars</b>
1.	The nature, principles and types of written and verbal communication. Types of documents and the principles for drawing them up.	15	15
2.	Practical exercises on the theoretical matters	15	15
	<b>Total:</b>	<b>30</b>	<b>30</b>