

ANNOTATION

Written And Verbal Communication In Shipping Business		ESTC credits: 2	
30 h., eligible			
Department			
Applied linguistics and foreign language teaching			
<p>The syllabus is intended for students` education of the specialty of “Information and communication technologies for Maritime industry”.</p> <p>Learning Objectives:</p> <p>1. The students SHOULD KNOW:</p> <ul style="list-style-type: none"> • The main lexis of discourse, language and style of the administrative documents (in particular- in Shipping business); • requirements for making and correction of administrative documents, presentations and successful dialogues. <p>2. The students SHOULD BE ABLE TO:</p> <ul style="list-style-type: none"> • write and edit administrative documents; • make and edit presentations and successful dialogues. 			
Assessment System:			
The final grade of the semester is based on 40% of current assessment and 60% of the final test.			
Contents:			
No.	Subject Area (modules)	Lectures	Exercises
1	Written communication in Shipping business	10	5
2	Verbal communication in Shipping business	10	5