

### Faculty of Philology / English language and literature (2017) / Business Communication and Project Work

Prerequisites	None
Aim oral and project work.	The aim of this subject is to introduce the key theoretical and practical skills for efficient written business communication in English as well as to prepare the students to do project work.
Lecturer / Teaching Assistant	Dr Saša Simović, Assistant Professor (Dr Marijana Cerović, Assistant Professor; Dr Petar Božović)
Method (completion)	Lectures, discussions, reading the set literature. Introduction to practical research work of homework/presentations).
Week 1, lectures	<u>Introduction to the course</u> Effective Business Communication, Ethical Communication and Understanding Your Audience
Week 1, exercises	Introduction to the project assignments; Business English Speaking and Writing Activities
Week 2, lectures	<u>Developing Business Presentations 1:</u> Choosing a Topic, Finding Resources, Myths and Realities of Public Speaking, Overcoming Obstacles
Week 2, exercises	Business English Speaking and Writing Activities
Week 3, lectures	<u>Developing Business Presentations 2:</u> Nonverbal Delivery, Types of Nonverbal Communication, Movement in Your Speech, Visual Aids, Nonverbal Strategies
Week 3, exercises	Business English Speaking and Writing Activities
Week 4, lectures	<u>Developing Business Presentations 3:</u> Organization and Outlines
Week 4, exercises	Business English Speaking and Writing Activities
Week 5, lectures	<u>Developing Business Presentations 4:</u> Presentations to Inform
Week 5, exercises	Business English Speaking and Writing Activities
Week 6, lectures	<u>Developing Business Presentations 5:</u> Presentations to Persuade
Week 6, exercises	Business English Speaking and Writing Activities
Week 7, lectures	<u>Effective Business Writing</u> Writing Preparation; Ethics, Plagiarism and Reliable Sources; Writing

Style;

Making an Argument