

Course Title	Business Correspondence in English Language				
Faculty	Faculty of Law and Business Studies Dr Lazar Vrkatić, Novi Sad				
Study Programme	English Language				
Professor	Milan Živković, PhD (associate professor)	Contact (e-mail address)	mzivkovic@flv.edu.rs		
Code		Course level	undergraduate (BA)	ECTS credits	7
Description (max. 100 words)	<p>The goal of this course is to make students familiar with the elements of contemporary business English using appropriate texts from the field of business, management and economy, recorded visual and audio materials as well as the use of broad corresponding vocabulary in practice.</p> <p>Besides the advanced grammar use, business vocabulary of this course covers the following fields: foreign trade, offers, orders, sales letters, delivery of goods, packing and dispatch of goods, international trade clauses, types of shipping documents, international bidding.</p> <p>Practice: business correspondence, business letters and e-mails, presentation of economic reports, conversations on various business topics, listening activities.</p>				
Learning outcomes (max. 50 words)	<p>Students are able to use appropriate business English vocabulary, more complex linguistic structures within business communication; they understand business communication styles, translate texts and confidently use various types of business correspondence (writing, oral).</p>				
Semester	4	Maximum number of visiting students			
Language	English	Available for international students (YES or NO)		YES	