Faculty/Institute:	Faculty of Social and Economic Studies (FSE)
Course title:	**English Communication in Management I.**
Course code:	KCJ/W0033
ECTS:	4
Level of course:	Bachelor and master
Language of instruction:	English
Lectures/exercises:	2/0 per week
Completion:	pre-exam-credit
Course goal:	The aim of the course is to make students familiar with professional language and to practice different styles of negotiations, management of meetings, conferences, lectures and discussions. Other partial abilities such as interpretations of professional texts and presentations are included.
Abstract:	1. Telephoning 2. Taking notes 3. Things to be arranged 4. Arranging a meeting 5. Dealing with a difficult colleague 6. Solving mix-ups 7. Promotion 8. Trialling new products 9. Interpreting figures 10. Chasing up figures 11. Looking for a supplier 12. Quoting for an order 13. Misunderstandings