



UNIVERSITY OF PIRAEUS

1) GENERAL

SCHOOL	ECONOMICS, BUSINESS AND INTERNATIONAL STUDIES		
ACADEMIC UNIT	ECONOMICS		
LEVEL OF STUDIES	UNDERGRADUATE		
COURSE CODE	OKAT05	SEMESTER	5
COURSE TITLE	ENGLISH		
INDEPENDENT TEACHING ACTIVITIES	WEEKLY TEACHING HOURS	CREDITS	
Lectures	3	2	
COURSE TYPE	GENERAL KNOWLEDGE		
PREREQUISITE COURSES	-		
LANGUAGE OF INSTRUCTION and EXAMINATIONS	ENGLISH		
IS THE COURSE OFFERED TO ERASMUS STUDENTS	YES		
COURSE WEBSITE (URL)	https://eclass.unipi.gr/courses/INF123/		

2) LEARNING OUTCOMES

Learning Outcomes

Upon successful completion of the course students:

- have been trained in the identification, processing, and composition of commercial letters and emails
- distinguish and develop the scientific and official discourse
- process and evaluate authentic texts on various topics such as:

- Venture capital

Graphic representations and communication

- Business research
- Commercial enterprises
- Small and medium companies

General Competences

Autonomous work

- Promotion of creative and inductive thinking
- Working in an international environment

Analysis and synthesis of data and information

- Development of oral and written speech
- Business letter/email writing

3) SYLLABUS

Commercial Correspondence related to:

- reservations
- information on services, prices, conference facilities, air/road/water/rail travel, accommodation / hotels
- Routes and itineraries
- Passports and travel documents (visa)
- orders
- credit payments and receipts
- delegations and agencies
- insurance (vacation insurance)

Teaching of authentic texts in combination with the development of critical thinking on topics:

- Venture capital
- Graphic representations and communication
- Business research
- Commercial enterprises
- Small and medium companies
- Methods of payment in international trade

4) TEACHING and LEARNING METHODS

DELIVERY	In-class lectures	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGY	Use of Information and Communication technology (use of audiovisual means to support the learning process) Communication with students: office hours. e mail, e class platform	
TEACHING METHODS	Activity	Semester workload
	Lectures	39
	Study	20
	Exam	1
	ΣΥΝΟΛΟ ΜΑΘΗΜΑΤΟΣ	60
STUDENT PERFORMANCE EVALUATION	Language of exams: English Assessments: The material to be tested can be found on the English language notice board (central building 3rd floor) or is posted on the e class immediately after the end of term. The final grade is totally (100%) based on the student's performance in the one-hour final exam, in January, or in case of failure in September. A 10% bonus can be given to students for an optional assignment they can submit before the end of the semester. The written exam includes text comprehension, vocabulary, and terminology exercises in the form of multiple choice as well as translation. Students with reading and writing difficulties as they are certified and specified by the competent body are examined in accordance with the stipulated department procedure. Announcement of the assessment criteria: The criteria of assessment are explained during the course and are clearly stated in the e class). Students are entitled to see their corrected test (in the office hours) and receive explanations on the mark they obtained.	
ATTACHED BIBLIOGRAPHY	Commercial Correspondence: A Practical Guide, By Mormori, P.; Skills and Functions in Business English, by Sivridou, Tombrou, Iakovos Διαδικτυακή Εμπορική Αλληλογραφία, Oxford Business Dictionary, Khan Academy, www.WordReference.com , el.glosbe.com , www.linguee.com , dictionary.cambridge.org , www.collinsdictionary.com , BBC Economy - Related academic journals: Financial Times, The Economist, The Guardian, The USA Today	