

## COURSE OUTLINE

### (1) General information

<b>FACULTY/SCHOOL</b>	ECONOMICS, BUSINESS AND INTERNATIONAL STUDIES		
<b>DEPARTMENT</b>	TOURISM STUDIES		
<b>LEVEL OF STUDY</b>	UNDERGRADUATE		
<b>COURSE UNIT CODE</b>	TSAGG301		3rd
<b>COURSE TITLE</b>	ENGLISH III		
<b>INDEPENDENT TEACHING ACTIVITIES</b> <i>in case credits are awarded for separate components/parts of the course, e.g. in lectures, laboratory exercises, etc. If credits are awarded for the entire course, give the weekly teaching hours and the total credits</i>		<b>WEEKLY TEACHING HOURS</b>	<b>CREDITS</b>
Lectures		3	3
<i>Add rows if necessary. The organization of teaching and the teaching methods used are described in detail under section 4</i>			
<b>COURSE TYPE</b> <i>Background knowledge, Scientific expertise, General Knowledge, Skills Development</i>	General knowledge		
<b>PREREQUISITE COURSES:</b>	None		
<b>LANGUAGE OF INSTRUCTION:</b>	English		
<b>LANGUAGE OF EXAMINATION/ASSESSMENT:</b>			
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS</b>	Yes		
<b>COURSE WEBSITE (URL)</b>	<a href="https://eclass.unipi.gr/courses/ODE428">https://eclass.unipi.gr/courses/ODE428</a>		

### (2) LEARNING OUTCOMES

#### **Learning Outcomes**

The course learning outcomes, specific knowledge, skills and competences of an appropriate (certain) level, which students will acquire upon successful completion of the course, are described in detail.

It is necessary to consult:

#### **APPENDIX A**

- Description of the level of learning outcomes for each level of study, in accordance with the European Higher Education Qualifications' Framework.
- Descriptive indicators for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and

#### **APPENDIX B**

- Guidelines for writing Learning Outcomes

Upon successful completion of the course students:

- have been trained in the identification, processing, and composition of commercial letters
- 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

<b>General Competences</b>	
<i>Taking into consideration the general competences that students/graduates must acquire (as those are described in the Diploma Supplement and are mentioned below), at which of the following does the course attendance aim?</i>	
<i>Search for, analysis and synthesis of data and information by the use of appropriate technologies, Adapting to new situations Decision-making Individual/Independent work Group/Team work Working in an international environment Working in an interdisciplinary environment Introduction of innovative research</i>	<i>Project planning and management Respect for diversity and multiculturalism Environmental awareness Social, professional and ethical responsibility and sensitivity to gender issues Critical thinking Development of free, creative and inductive thinking ..... (Other.....citizenship, spiritual freedom, social awareness, altruism etc.) .....</i>
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) COURSE CONTENT

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
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### (4) TEACHING METHODS--ASSESSMENT

<b>MODES OF DELIVERY</b> <i>Face-to-face, in-class lecturing, distance teaching and distance learning etc.</i>	In-class interactive teaching-learning								
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGY</b> <i>Use of ICT in teaching, Laboratory Education, Communication with students</i>	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								
<b>COURSE DESIGN</b> <i>Description of teaching techniques, practices and methods: Lectures, seminars, laboratory practice, fieldwork, study and analysis of</i>	<table border="1"> <thead> <tr> <th><b>Activity/Method</b></th> <th><b>Semester workload</b></th> </tr> </thead> <tbody> <tr> <td>Lectures</td> <td>3hrs a weekx13 weeks=39</td> </tr> <tr> <td>Writing tasks</td> <td>2hr a weekx13 weeks=26</td> </tr> <tr> <td>Self-study of course materials</td> <td>10hrs</td> </tr> </tbody> </table>	<b>Activity/Method</b>	<b>Semester workload</b>	Lectures	3hrs a weekx13 weeks=39	Writing tasks	2hr a weekx13 weeks=26	Self-study of course materials	10hrs
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	Lectures	3hrs a weekx13 weeks=39							
	Writing tasks	2hr a weekx13 weeks=26							
Self-study of course materials	10hrs								

<p><i>bibliography, tutorials, Internship, Art Workshop, Interactive teaching, Educational visits, projects, Essay writing, Artistic creativity, etc.</i></p> <p><i>The study hours for each learning activity as well as the hours of self-directed study are given following the principles of the ECTS.</i></p>	Exams	2hrs
	<b>Total</b>	<b>77</b>
<p><b>STUDENT PERFORMANCE EVALUATION/ASSESSMENT METHODS</b></p> <p><i>Detailed description of the evaluation procedures:</i></p> <p><i>Language of evaluation, assessment methods, formative or summative (conclusive), multiple choice tests, short-answer questions, open-ended questions, problem solving, written work, essay/report, oral exam, presentation, laboratory work, other.....etc.</i></p> <p><i>Specifically defined evaluation criteria are stated, as well as if and where they are accessible by the students.</i></p>	<p><b>Language of exams:</b> English</p> <p><b>Assessments:</b>  The material to be tested 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 fall semester , or in case of failure in September.  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.</p>	

**(5) SUGGESTED BIBLIOGRAPHY:**

<p><i>-Suggested bibliography:</i>  <i>Βιβλιογραφία: Commercial Correspondence: A Practical Guide, By Mormori, P.;</i></p> <p><i>Skills and Functions in Business English, by Sivridou, Tombrou, Iakovos Διαδικτυακή Εμπορική Αλληλογραφία, Oxford Business Dictionary, Khan Academy, <a href="http://www.WordReference.com">www.WordReference.com</a>, <a href="http://el.glosbe.com">el.glosbe.com</a>, <a href="http://www.linguee.com">www.linguee.com</a>, <a href="http://dictionary.cambridge.org">dictionary.cambridge.org</a>, <a href="http://www.collinsdictionary.com">www.collinsdictionary.com</a>, BBC Economy, CNN, Deutsche Welle</i></p> <p><i>- Related academic journals : Financial Times, The Economist, The Guardian, The USA Today</i></p>
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