

## **COURSE DESCRIPTIONS 科目簡介**

### **COURSES FOR TAUGHT POSTGRADUATE PROGRAMMES**

#### **LCE501      **Advanced Business Communication (3 credits)****

This course aims to develop students' advanced skills in effective communication commonly required in the modern business environment. Students will learn the approaches and practice the skills in effective written, oral and electronic communications in preparation for their studies at the Master's level, as well as their career pursuit. Among other topics, students will learn how to write well-organised business documents and reports with good writing format and mechanics, to prepare and deliver clear, concise and effective business documents and presentations, to employ effective interpersonal communication skills to facilitate team collaboration, and to use communication technology effectively.

#### **LCE502      **English for Academic Purposes (3 credits)****

This course aims to enhance students' English language and academic skills to the proficiency level required for furthering studies in the business discipline at the Master's degree level. Students will develop their language, analytical and argumentative skills, both written and spoken, required for academic success in postgraduate studies. It provides an opportunity for students to consolidate their prior English language training, and learn and practice the appropriate approaches and skills in comprehending, analysing, critically reviewing complex business theories and literature. Students will also learn the different approaches of researching, organising and writing required to prepare academic papers and present findings effectively in seminars.