



Faculty of Arts and Social Sciences
English

Course Reading

Applied Business Communication

Valid from 08/31/2026

Course Code: ENGABC

Course Title: Applied Business Communication

Credits: 7.5

Degree Level: Undergraduate level

Books

Alred, G.J., Brusaw, T.B. and Oliu, W.E (2011). *The Business Writer's Handbook*. Bedford/St. Martin's Press
Pages: 628. 10th edition or later.

Mascull, B. (2010). *Business Vocabulary in Use ? Advanced*. Cambridge: Cambridge University Press
Pages: 176.
2nd edition or later.

Approved by the Faculty Board of Arts and Social Sciences 02/24/2026