



Faculty of Arts and Social Sciences
English

Course Reading

English for professional purposes: Written communication

Valid from 01/17/2022

Course Code: ENGPW1

Course Title: English for professional purposes: Written communication

Credits: 7.5

Degree Level: Undergraduate level

Books

Talbot, Fiona & Bhattacharjee, Sudakshina (2012). *Improve your global business English: The essential toolkit for writing and communication across borders*. London: Kogan Page

Misc.

Longman Dictionary of Contemporary English, 4e upplagan eller senare, eller liknande ordbok

Kolin, P.C (2012), *Successful writing at work: Concise Third Edition*

Reference material

Guffey, Mary, E. & Loewy, Dana. (2022). *Essentials of Business Communication* (12th Edition). Cengage Learning US. ISBN-13: 978-0357714973

Various course materials. approx. 250 pages

Approved by the Faculty Board of Arts and Social Sciences 05/30/2022