

<b>Module Title</b>	<b>Business Communication</b>
<b>Class-Contact Hours</b>	45 hours
<b>Module Value</b>	0.75
<b>Module Rationale/Aims</b>	To develop students' ability to communicate effectively in a business related environment.
<b>Pre-requisites/Co-requisites</b>	Business English and Chinese Communication for Business
<b>Learning Objectives</b>	To enable students to: <ul style="list-style-type: none"><li>• Prepare project proposals and reports</li><li>• Prepare and deliver a presentation with confidence</li><li>• Effectively and productively participate in meetings</li><li>• Communicate effectively for special purposes</li></ul>