Course Title (in English) | Business Communication  
Course Title (in Russian) | Деловая коммуникация  
Lead Instructor(s) | Kiselev, Maxim  

Is this syllabus complete, or do you plan to edit it again before sending it to the Education Office? | The syllabus is a work in progress (draft)  
Contact Person | Maxim Kiselev  
Contact Person's E-mail | m.kiselev@skoltech.ru  

1. Annotation

Course Description

Business Communication is an intensive hands on, practical course, designed to provide Skoltech students with the set of skills needed to effectively communicate with others – their classmates, working teams, professors and any audiences inside and outside of Skoltech. The course learning outcomes correspond directly with the Group 3 of Skoltech learning outcomes – “Relating to Others – Communication and Collaboration”. The course will show students the secrets and technologies to becoming confident when speaking in public – developing the skills they will be able to use throughout their career and their life. In a highly interactive, informative and supportive manner through in-class activities, games and simulations the course will enable students to: Speak with confidence and overcome their nervousness; Establish rapport with any audience; Present their message in a clear, concise, and engaging manner; Successfully manage impression they make onto audience; Create—and repurpose—presentations quickly and efficiently; Make successful and memorable pitch; Sharpen the story they want to tell; Use confidently body language and movement, strengthening their speech; Respond to questions and comments without getting flustered; Gain people’s attention, respect, and cooperation.

2. Structure and Content

Course Academic Level | Master-level  
Number of ECTS credits | 3
### 3. Assignments

### 4. Grading

<table>
<thead>
<tr>
<th>Type of Assessment</th>
<th>Pass/Fail</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass: 46</td>
</tr>
</tbody>
</table>

### 5. Basic Information

| Course Stream | Entrepreneurship and Innovation (E&I) |

### 6. Textbooks and Internet Resources

### 7. Facilities

### 8. Learning Outcomes

### 9. Assessment Criteria

- Input or Upload Example(s) of Assignment 1:
- Input or Upload Example(s) of Assignment 2:
- Input or Upload Example(s) of Assignment 3:
- Input or Upload Example(s) of Assignment 4:
- Input or Upload Example(s) of Assignment 5:

### 10. Additional Notes