## 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)

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### 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>
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<tr>
<th>Grading Scale</th>
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<tr>
<td>Pass: 46</td>
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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