COURSE DETAIL

EFFECTIVE BUSINESS COMMUNICATIONS
Country Hong Kong
Host Institution Hong Kong University of Science and Technology (HKUST)
Program(s) Hong Kong University of Science and Technology
UCEAP Course Level Lower Division
UCEAP Subject Area(s) Business Administration
UCEAP Course Number 21
UCEAP Course Suffix
UCEAP Official Title EFFECTIVE BUSINESS COMMUNICATIONS
UCEAP Transcript Title EFFECTIVE BUS COMM
UCEAP Quarter Units 4.50
UCEAP Semester Units 3.00

Course Description

This course helps students enhance their communication skills through practical scenarios focused on job-seeking and early-career business communication. Students learn how to communicate effectively to accomplish written and oral tasks in the workplace and be able to develop a useful business communication toolkit targeted at external and internal audiences. The course is designed and structured to address students' learning needs in job-seeking and in their early careers. The course introduces students to strategies for handling the communication challenges which fresh graduates can expect in diverse work environments. They will have opportunities to learn and practice how to succeed in business writing, presentations, interviews, meetings, and collaborative assignments with the essential interpersonal communication skills such as active listening, cogent argumentation, and clear expression in writing and speaking.

Language(s) of Instruction
English

Host Institution Course Number
LABU 2060 (3110)

Host Institution Course Title
EFFECTIVE BUSINESS COMMUNICATIONS

Host Institution Course Details
https://cle.hkust.edu.hk/courses/labu2060

Host Institution Campus

Host Institution Faculty

Host Institution Degree

Host Institution Department
Center for Language Education

Course Last Reviewed

2025-2026

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