

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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