



UNIVERSITATEA DIN ORADEA

**Facultatea de  
Științe Economice**

Str. Universității, nr. 1, cod poștal 410087, Oradea, jud. Bihor, România  
Telefon: Secretariat: 0259-408276, 0259-408407; Decanat: 0259-408109; Fax: 0259-408409  
Web: <http://steconomice.uoradea.ro>; E-mail: [steconomice@uoradea.ro](mailto:steconomice@uoradea.ro)

**Topics and bibliography for the contest – Associate Professor, position 7  
Department of International Business, Faculty of Economic Sciences,  
University of Oradea**

**Disciplines in the curricula:**

*English Language for Business*

*Business Communication in English I*

*Commercial Correspondence in English I.1-I.2*

**Topics:**

1. Professional Communication in Business: contents and competences
2. English Language for Specific Purposes: from methodological fundamentals to practical aspects
3. Business Collocations in English. International Business. Management. Finance. Tourism.
4. Commercial Correspondence - Contents and Styles
5. Formal Communication vs. Informal Communication. Business Letters
6. Communication and Culture. Interculturality in Business Communication
7. Verbal Communication. Non-Verbal Communication. Characteristics and Types

**Bibliography:**

1. Ashley, A., *Oxford Handbook of Commercial Correspondence (New edition)*. Oxford: Oxford University Press, 2003
2. Baade, K., C. Holloway, J. Scrivener & R. Turner. *Business Result (advanced)*. Oxford University Press, 2017
3. Barrot, J.S., *Business Correspondence with Style: A Guide to Effective Business English and Correspondence for College Students and Professionals*. C&E Publishing, Inc., 2018
4. Bovée, C.L., J.V. Thill, *Business Communication Essentials*. Pearson. 8<sup>th</sup> edition, 2020
5. Bovee C.L., Thill J.V., Schatzmann B.E., *Business Communication Today*, Pearson, 2021
6. Dubicka, I. and M. O'Keeffe. *Market Leader (advanced)*, 3rd edition. Longman, 2011
7. Guffey, M.E., D. Lowey, *Essentials of Business Communication*. Cengage Learning Inc, 2019
8. Kováčiková, E., *English for Specific Purposes in Higher Education through Content and Language Integrated Learning*, Cambridge Scholars Publishing, 2020
9. Mable, C., *English for Business Communication*. London: Routledge, 2020
10. Marinescu, R.-E., Nicolae, M. & Șerban-Oprescu, A.T. (editori). *Comunicare 4.0 Tratat de comunicare în afaceri internaționale*. Editura ASE, 2019.
11. Martins, H.F., *Selected Collocations in English: Contributions to Business English Fluency*. Independently published, 2018
12. Mascull, B. *Business Vocabulary in Use (advanced)*. Cambridge Univ. Press, 2010
13. Rings, G., Rasinger, S. (editori), *The Cambridge Handbook of Intercultural Communication*. Cambridge University Press, 2020
14. Roche, M., *Business English Writing*. Independently Published, 2019

15. Swan, Michael. *Practical English usage*. Oxford: Oxford University Press, 2016
16. Wallwork, A., *Email and Commercial Correspondence. A Guide to Professional English*. Springer, 2014
17. \*\*\**Teaching Business English*, International TEFL Academy Press, 2019

**Head of Department,**

Assoc.Prof.Ph.D. Nicoleta Georgeta Bugnar