

# ESSENTIALS OF BUSINESS COMMUNICATION

## ONLINE CERTIFICATE PROGRAM FOR UNIVERSITY STUDENTS

### NC STATE UNIVERSITY

#### Program Highlights

- Learn best practices to create professional documents.
- Recognize and construct effective arguments for expert and non-expert audiences.
- Apply principles of documents design and incorporate visual elements.
- Collaborate effectively in teams.
- Participate in the writing process by planning, drafting, reviewing, revising, and critiquing professional documents.
- Practice writing feasibility reports, executive summaries and formal proposals.
- Practice oral communication skills through creating and delivering an oral presentation

#### Admissions Requirements

Open to **Undergraduate & Graduate Level Students** with an intermediate to high level of English. Minimum equivalent English levels would be: CEFR B1, TOEFL 70, IELTS 5.5, Duolingo 95

#### Program Details

- Live, Professor-led workshops designed specifically for university students
- Weekly online modules to be done on your own schedule (readings, videos, research, homework)
- Online group work
- Oral & Written Presentation Practice
- NC State GTI Certificate issued upon program completion.
- Includes a **8 hours of live classes and 12-14 hours of online instruction.**



**For more information and to apply:**

<https://gti.ncsu.edu/virtual/>



**NC STATE**

Global Training Initiative

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