

# BUSM 0028 COMMUNICATIONS FOR BUSINESS

**Credit Points** 10

**Legacy Code** 201033

**Coordinator** Jess Richards ([https://directory.westernsydney.edu.au/search/name/Jess Richards/](https://directory.westernsydney.edu.au/search/name/Jess%20Richards/))

**Description** This subject develops verbal and written communication skills within a business context. It enables students to hone their language skills in academic writing, reading, listening and speaking to a high level. Students who successfully pass this subject, will have achieved some of the required assessments needed to satisfy English entry requirements (IELTS 6.5) to postgraduate Business study at Western Sydney University. Students will undertake tests in reading, writing and listening as well as assessment tasks which include writing research reports and essays. Students will learn the underlying principles of academic research and writing in preparation for postgraduate study.

**School** Business

**Discipline** Business And Management

**Student Contribution Band** HECS Band 4 10cp

Check your HECS Band contribution amount via the Fees ([https://www.westernsydney.edu.au/currentstudents/current\\_students/fees/](https://www.westernsydney.edu.au/currentstudents/current_students/fees/)) page.

**Level** Undergraduate Level 0 Preparatory subject

## Restrictions

Students must be enrolled in 2845 Masters Qualifying Program with Business English.

## Learning Outcomes

1. Identify the importance of communication in professional business contexts.
2. Apply academic research and writing skills in a scholarly context.
3. Communicate effectively using written skills that are suited to audience and context.
4. Communicate effectively using verbal skills that are suited to audience and context.
5. Demonstrate English language skills in the key IELTS test areas: writing, speaking, listening and reading
6. Demonstrate general English ability in grammar, vocabulary and functional language

## Subject Content

1. Introduction to effective business communication
2. Written communication in a professional context
3. Verbal communication in a professional context
4. Academic writing and research skills
5. Non-verbal and intercultural communication
6. Ethics in business communication

## Assessment

The following table summarises the standard assessment tasks for this subject. Please note this is a guide only. Assessment tasks are

regularly updated, where there is a difference your Learning Guide takes precedence.

Item	Length	Percent	Threshold	Individual/ Group Task
Portfolio	1000 words	35	N	Individual
Report	1000 words	30	N	Individual
Presentation	10 minutes	20	N	Individual
Final Exam	30 minutes	15	Y	Individual

Teaching Periods

## Quarter 1

### Parramatta City - Macquarie St

#### Day

**Subject Contact** Mark Thomas ([https://directory.westernsydney.edu.au/search/name/Mark Thomas/](https://directory.westernsydney.edu.au/search/name/Mark%20Thomas/))

View timetable ([https://classregistration.westernsydney.edu.au/even/timetable/?subject\\_code=BUSM0028\\_22-Q1\\_PC\\_D#subjects](https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=BUSM0028_22-Q1_PC_D#subjects))

## Sydney City Campus Quarter 1

### Sydney City

#### Day

**Subject Contact** Daniel Townsend ([https://directory.westernsydney.edu.au/search/name/Daniel Townsend/](https://directory.westernsydney.edu.au/search/name/Daniel%20Townsend/))

View timetable ([https://classregistration.westernsydney.edu.au/even/timetable/?subject\\_code=BUSM0028\\_22-SQ1\\_SC\\_D#subjects](https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=BUSM0028_22-SQ1_SC_D#subjects))

## Quarter 2

### Parramatta City - Macquarie St

#### Day

**Subject Contact** Jess Richards ([https://directory.westernsydney.edu.au/search/name/Jess Richards/](https://directory.westernsydney.edu.au/search/name/Jess%20Richards/))

View timetable ([https://classregistration.westernsydney.edu.au/even/timetable/?subject\\_code=BUSM0028\\_22-Q2\\_PC\\_D#subjects](https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=BUSM0028_22-Q2_PC_D#subjects))

## Quarter 3

### Parramatta City - Macquarie St

#### Day

**Subject Contact** Noor Lazar ([https://directory.westernsydney.edu.au/search/name/Noor Lazar/](https://directory.westernsydney.edu.au/search/name/Noor%20Lazar/))

View timetable ([https://classregistration.westernsydney.edu.au/even/timetable/?subject\\_code=BUSM0028\\_22-Q3\\_PC\\_D#subjects](https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=BUSM0028_22-Q3_PC_D#subjects))

## Sydney City Campus Quarter 3

### Sydney City

#### Day

**Subject Contact** Daniel Townsend ([https://directory.westernsydney.edu.au/search/name/Daniel Townsend/](https://directory.westernsydney.edu.au/search/name/Daniel%20Townsend/))

View timetable ([https://classregistration.westernsydney.edu.au/even/timetable/?subject\\_code=BUSM0028\\_22-SQ3\\_SC\\_D#subjects](https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=BUSM0028_22-SQ3_SC_D#subjects))

## Quarter 4

### Parramatta City - Macquarie St

#### Day

**Subject Contact** Jess Richards ([https://directory.westernsydney.edu.au/search/name/Jess Richards/](https://directory.westernsydney.edu.au/search/name/Jess%20Richards/))

View timetable ([https://classregistration.westernsydney.edu.au/even/timetable/?subject\\_code=BUSM0028\\_22-Q4\\_PC\\_D#subjects](https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=BUSM0028_22-Q4_PC_D#subjects))