

Professional communication skills (F001087)

Course size *(nominal values; actual values may depend on programme)*

Credits 4.0

Study time 120 h

Course offerings and teaching methods in academic year 2026-2027

A (Year)	Dutch	Gent	seminar	0.0h
			independent work	0.0h

Lecturers in academic year 2026-2027

Jacobs, Geert	LW06	lecturer-in-charge
Bonnez, Kevin	LW06	co-lecturer
Crible, Ludivine	LW06	co-lecturer
Kindt, Saskia	LW06	co-lecturer
Ledoux-Beaugrand, Evelyne	LW06	co-lecturer
Merckx, Kimberly	LW06	co-lecturer
Rosselle, Mieke	LW06	co-lecturer
Souffriau, Boris	LW06	co-lecturer
Vandenbulcke, Liesbeth	LW06	co-lecturer

Offered in the following programmes in 2026-2027

	crdts	offering
Bachelor of Science in Business Economics	4	A
Bachelor of Science in Business Engineering	4	A
Bachelor of Science in Economics	4	A
Bachelor of Science in Economics (Double Degree)	4	A
Bachelor of Science in Economics, Business Economics and Business Engineering (Joint Section)	4	A

Teaching languages

French, English, Dutch

Keywords

English, French, professional communication, communication skills

Position of the course

This course focuses on professional communication skills in English and French.

Contents

Oral and written professional communication skills: meet and greet in a business setting; asking for and giving information in a multilingual and multicultural business context, voicing/asking for opinions, presentation skills, text comprehension, ... In practicing these skills, students are expected to use general and business vocabulary as well as basic grammar.

Initial competences

Students are expected to have a good knowledge of English and French in line with final competencies of secondary education in Flanders. Level: B1

Final competences

- 1 Express oneself in business contexts in a clear and functional way (both in speaking and writing).
- 2 Use knowledge in a professional and efficient way in a multilingual and multicultural business context.
- 3 Actively use English and French vocabulary in a communicative business

context.

- 4 Recognize and adequately use several genres and registers of professional communication in line with English and French proficiency.
- 5 Formulate short oral messages in a business context in clear and adequate English and French.
- 6 Produce short written messages in a business context in focused and adequate English and French.
- 7 Use relevant resources in a critical and responsible way, including genAI tools.

Conditions for credit contract

Access to this course unit via a credit contract is unrestricted: the student takes into consideration the conditions mentioned in 'Starting Competences'

Conditions for exam contract

Access to this course unit via an exam contract is unrestricted

Teaching methods

Seminar, Independent work

Extra information on the teaching methods

Interactive classroom sessions in groups of 30-35. Attendance is mandatory.
Active participation is expected, both in-class and in preparing for class.
No lecture recordings.

Study material

Type: Slides

Name: Professional communication skills
Indicative price: Free or paid by faculty
Optional: no
Available on Ufora : Yes

References

Course content-related study coaching

Teacher and peer feedback
Ufora, office hours

Assessment moments

continuous assessment

Examination methods in case of periodic assessment during the first examination period

Examination methods in case of periodic assessment during the second examination period

Examination methods in case of permanent assessment

Skills test, Participation

Possibilities of retake in case of permanent assessment

examination during the second examination period is possible in modified form

Extra information on the examination methods

Assessment of specific professional communication skills in English and French, in-class participation.

Calculation of the examination mark

20% participation
80% communication skills (40% per language)
To pass students need a min. of 50% for each language - otherwise the students will receive the highest score that is not eligible for deliberation.

Facilities for Working Students

By appointment.