

Statement of participation

Daniel Bradford

has completed the free course including any mandatory tests for:

Communication, management and your own context

This 8-hour free course explored the role of language in management, and how to develop language skills when studying for a management qualification.

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www.open.edu/openlearn

This statement does not imply the award of credit points nor the conferment of a University Qualification. This statement confirms that this free course and all mandatory tests were passed by the learner.

Please go to the course on OpenLearn for full details:

<https://www.open.edu/openlearn/languages/english-language/communication-management-and-your-own-context/content-section-0>

COURSE CODE: **LB720_1**

Communication, management and your own context

<https://www.open.edu/openlearn/languages/english-language/communication-management-and-your-own-context/content-section-0>

Course summary

In management the ability to communicate clearly and confidently is of key importance. This free course, Communication, management and your own context, looks at the role of language in management communication, and helps you identify areas of English language you may need to develop for work or when studying for a management qualification such as an MBA. It includes reading, writing, listening and speaking activities based on material related to the field of management, and encourages you to relate these to your own work context.

Learning outcomes

By completing this course, the learner should be able to:

- identify language needs as a manager and as a management student
- understand how managers describe their business context
- describe managerial context in written and spoken form
- use some key management vocabulary
- learn about writing collaboratively.

Completed study

The learner has completed the following:

Section 1

Communicating in English in the management context

Section 2

Language as a management tool: the structure of texts

Section 3

The production of workplace texts

Section 4

Learning the specialised language of management

Section 5

The role of the MBA in developing managers

Section 6

Building your management network

Section 7

Collaborative writing in business and management

Section 8

Listening and speaking

Section 9

Reflection on the activities in the course

Section 10

Conclusion