

1. Caracterização da Unidade Curricular**1.1. Designação da Unidade Curricular****1.1.1. Designação**

Inglês de Negócios e do Relato Financeiro

Curso(s):

Contabilidade e Administração

Contabilidade e Administração (P.L.)

1.1.2. Designation

Business English and Financial Reporting

Course(s):

Degree in Accounting in Administration

1.2. Sigla da área científica em que se insere**1.2.1. Sigla da área científica**

CIC

1.2.2. Scientific area's acronym

CIC

1.3. Duração da Unidade Curricular**1.3.1. Duração**

Semestral

1.3.2. Duration

Semestral

1.4. Total de horas de trabalho**1.4.1. Horas de trabalho**

Horas de Trabalho: 0108:00

1.4.2. Working hours

Working hours: 0108:00

1.5. Total de horas de contacto

1.5.1. Horas de contacto

(T) Teóricas:	0000:00	(TC) Trabalho de Campo:	0000:00
(TP) Teórico-Práticas:	0045:00	(OT) Orientação Tutorial:	0015:00
(P) Práticas:	0000:00	(E) Estágio:	0000:00
(PL) Práticas Laboratoriais:	0000:00	(O) Outras:	0000:00
(S) Seminário:	0000:00		
Horas Contacto:	0060:00		

1.5.2. Contact hours

(T) Theoretical:	0000:00	(TC) Field Work:	0000:00
(TP) Theoretical-practical:	0045:00	(OT) Tutorial Guidance:	0015:00
(P) Practical:	0000:00	(E) Internship:	0000:00
(PL) Laboratory practices:	0000:00	(O) Other:	0000:00
(S) Seminar:	0000:00		
Contact Hours:	0060:00		

1.6. ECTS

4

1.7. Observações

1.7.1. Observações

Sem observações.

1.7.2. Comments

No further comments.

2. Docente responsável e respetiva carga letiva na Unidade Curricular

2.1. Docente responsável e carga letiva (preencher o nome completo)

ANA SOFIA ANTUNES DE CARVALHO

Sem carga letiva

HELDER ANTÓNIO FANHA MARTINS

Sem carga letiva

MARIA JOÃO PEREIRA DE ALMEIDA FERRO E VIEIRA

TPCCD51A (3 horas semanais; 45 horas semestrais), TPCCD51B (3 horas semanais; 45 horas semestrais), TPCCD52A (3 horas semanais; 45 horas semestrais), TPCCD52B (3 horas semanais; 45 horas semestrais)

2.2. Responsible academic staff member and lecturing load (fill in the full name)

ANA SOFIA ANTUNES DE CARVALHO

No lecturing load

HELDER ANTÓNIO FANHA MARTINS

No lecturing load

MARIA JOÃO PEREIRA DE ALMEIDA FERRO E VIEIRA

TPCCD51A (3 week hours; 45 semester hours), TPCCD51B (3 week hours; 45 semester hours), TPCCD52A (3 week hours; 45 semester hours), TPCCD52B (3 week hours; 45 semester hours)

3. Outros docentes e respetivas cargas letivas na Unidade Curricular**3.1. Outros docentes e respetivas carga letivas**

PAULA CRISTINA MATEUS DE CARVALHO

TPCCD53ING (3 horas semanais; 45 horas semestrais), TPCCN51A (3 horas semanais; 45 horas semestrais), TPCCN51B (3 horas semanais; 45 horas semestrais), TPCCN53ING (3 horas semanais; 45 horas semestrais)

3.2. Other academic staff and lecturing load

PAULA CRISTINA MATEUS DE CARVALHO

TPCCD53ING (3 week hours; 45 semester hours), TPCCN51A (3 week hours; 45 semester hours), TPCCN51B (3 week hours; 45 semester hours), TPCCN53ING (3 week hours; 45 semester hours)

4. Objetivos de aprendizagem (conhecimentos, aptidões e competências a desenvolver pelos estudantes)**4.1. Objetivos de aprendizagem**

By the end of the year the students are expected to have developed the following skills:

¿ to deal with and to produce various kinds of written technical documents in English (financial statements, reports, letters, etc.)

¿ to communicate orally in various business-related contexts;

¿ to make a business presentation in English using visual aids;

¿ to interpret and summarise different kinds of text (business, academic, journalistic, promotional, etc.) in business related-areas;

¿ to interpret and to draw conclusions from the information presented in a graphic format (graphs, charts, diagrams, tables, illustrations, etc.)

¿ to summarise the main ideas presented in complex texts;

¿ to analyse and evaluate ideas presented in written and oral form.

4.2. *Learning outcomes of the curricular unit*

By the end of the year the students are expected to have developed the following skills:

- ¿ to deal with and to produce various kinds of written technical documents in English (financial statements, reports, letters, etc.)
- ¿ to communicate orally in various business-related contexts;
- ¿ to make a business presentation in English using visual aids;
- ¿ to interpret and summarise different kinds of text (business, academic, journalistic, promotional, etc.) in business related-areas;
- ¿ to interpret and to draw conclusions from the information presented in a graphic format (graphs, charts, diagrams, tables, illustrations, etc.)
- ¿ to summarise the main ideas presented in complex texts;
- ¿ to analyse and evaluate ideas presented in written and oral form.

5. Conteúdos programáticos

5.1. Conteúdos

The contents of the course are organised around the major topics presented below. Each topic will be studied through a variety of materials, including texts for reading comprehension, online tasks, vocabulary exercises, role-plays, dialogues, writing assignments, listening comprehension.

1. Money issues
2. Overview of the accounting system
3. Bookkeeping
4. Financial statements
5. International Accounting Standards
6. Accounting principles
7. Banking
8. Taxation
9. Cost accounting
10. Auditing
11. Company structure
12. Describing trends
13. Letter/E-mail writing
14. Making oral presentations
15. Business communication

In addition, several grammar topics will be revised throughout the course. These will be studied throughout the year on the basis of exercises. Selected material from published sources will also be used when appropriate.

- ¿ Verb tenses (present, past, perfect, future)
- ¿ Word order
- ¿ Modal verbs
- ¿ Question forms
- ¿ Adjectives and Adverbs
- ¿ Prepositions
- ¿ Conditionals
- ¿ Countable and uncountable nouns

5.2. Syllabus

The contents of the course are organised around the major topics presented below. Each topic will be studied through a variety of materials, including texts for reading comprehension, online tasks, vocabulary exercises, role-plays, dialogues, writing assignments, listening comprehension.

1. Money issues
2. Overview of the accounting system
3. Bookkeeping
4. Financial statements
5. International Accounting Standards
6. Accounting principles
7. Banking
8. Taxation
9. Cost accounting
10. Auditing
11. Company structure
12. Describing trends
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- ¿ Conditionals
- ¿ Countable and uncountable nouns

6. Demonstração da coerência dos conteúdos programáticos com os objetivos da Unidade Curricular**6.1. Demonstração da coerência dos conteúdos programáticos**

The main objectives are in line with the syllabus as the objectives are:

- ¿ to prepare the students to use English in specific professional contexts;
- ¿ to familiarise students with lexical resources that are specific to the area of Accounting;
- ¿ to consolidate the previously acquired linguistic patterns (grammar and lexis);
- ¿ to develop transferable skills such as making presentations and writing reports;
- ¿ to raise awareness of cross-cultural issues underlying communication processes.

6.2. *Demonstration of the syllabus coherence with the curricular unit's objectives*

The main objectives are in line with the syllabus as the objectives are:

- ¿ to prepare the students to use English in specific professional contexts;
- ¿ to familiarise students with lexical resources that are specific to the area of Accounting;
- ¿ to consolidate the previously acquired linguistic patterns (grammar and lexis);
- ¿ to develop transferable skills such as making presentations and writing reports;
- ¿ to raise awareness of cross-cultural issues underlying communication processes.

7. Metodologias de ensino (avaliação incluída)

7.1. Metodologias de ensino (avaliação incluída)

Grammar-translation Approach
Direct Approach
Reading Approach
Audiolingual Approach
Communicative Approach

Students may choose between Continuous Assessment and Final Exam. Students who undergo continuous assessment and pass will not have to sit the final exam. Those who fail to complete one or more elements of the continuous assessment or fail to get the final mark of 10 in the continuous assessment are required to take the final exam.

The Continuous Assessment entails :

- ç 1st test ç 25%
- ç 2nd test ç 40%
- ç 1 project with oral presentation ç 25%
- ç Participation in class* ç 10%

* minimum attendance rate of 60%

7.2. Teaching methodologies (including evaluation)

Grammar-translation Approach
Direct Approach
Reading Approach
Audiolingual Approach
Communicative Approach

Students may choose between Continuous Assessment and Final Exam. Students who undergo continuous assessment and pass will not have to sit the final exam. Those who fail to complete one or more elements of the continuous assessment or fail to get the final mark of 10 in the continuous assessment are required to take the final exam.

The Continuous Assessment entails :

- ç 1st test ç 25%
- ç 2nd test ç 40%
- ç 1 project with oral presentation ç 25%
- ç Participation in class* ç 10%

* minimum attendance rate of 60%

8. Demonstração da coerência das metodologias de ensino com os objetivos de aprendizagem da Unidade Curricular**8.1. Demonstração da coerência das metodologias**

Teaching and learning methods aim at the knowledge of the contents referred to in the syllabus, reaching the targeted goals and competencies.

8.2. *Demonstration of the coherence between the teaching methodologies and the learning outcomes*

Teaching and learning methods aim at the knowledge of the contents referred to in the syllabus, reaching the targeted goals and competencies.

9. Bibliografia de consulta/existência obrigatória

1. Set of Notes: English for Business and Financial Reporting, (Curso de Contabilidade e Administração, Ramo de Contabilidade).
2. Fanha Martins, H.; Pinheiro, P. (2013). *The Accounting Dictionary, Dicionário de Contabilidade* : inglês-português / português-inglês. Lisboa: Edições ATF. *
3. Fanha Martins, H.; Rodrigues, A. (2013). *Dicionário de Termos e Expressões de Fiscalidade e Direito Fiscal* , português-inglês / inglês-português. Lisboa: Edições Sílabo. *
4. Fanha Martins, H., *¿Alternatives to Common Words. A Selection of 75 Terms with Business English Examples from the British National Corpus¿* (2017). Repositório do Instituto Politécnico de Lisboa.
<http://hdl.handle.net/10400.21/7111>
5. Fanha Martins, H., *¿Selected Collocations in English: Contributions to Business English Fluency¿* (2017). Repositório do Instituto Politécnico de Lisboa.
<http://hdl.handle.net/10400.21/7174>
6. Fanha Martins, H.; Carvalho-Oliveira, J. M., *¿The Economy Principle: 17 characteristics that make the English language economical¿in comparison to Portuguese ¿ a pedagogical perspective¿* (2017). Repositório do Instituto Politécnico de Lisboa.
<http://hdl.handle.net/10400.21/7175>
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9. Fanha Martins, H., *¿Basic Synonyms in English You Should Know¿* (2014). Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7173>
10. Fanha Martins, H., *¿Elementary General Business Vocabulary List. A Selection of 2620 Terms¿* (2013). Repositório do Instituto Politécnico de Lisboa.
<http://hdl.handle.net/10400.21/7114>
11. Fanha Martins, H., *¿General Insights into Word Choice in Business Communication¿* (2012). Repositório do Instituto Politécnico de Lisboa.
<http://hdl.handle.net/10400.21/1874>
12. Fanha Martins, H.; Carvalho, A. S. (2013). *Business English Letters (Vol.2), Human Resources, Purchasing and Sales* : Sinapis Editores, Lisboa.
13. Fanha Martins, H. (2012). *Business English Letters (Vol.1), Payments and Accounts* : OTS Publishing, Business English Series.
14. Fanha Martins, H.; Kuteeva, M. (2005). *Reuniões e Apresentações em Inglês de Negócios* . Lisboa: Publisher Team.

