

1. Caracterização da Unidade Curricular

1.1. Designação da Unidade Curricular

1.1.1. Designação

Inglês de Negócios I

Curso(s):

Comércio e Negócios Internacionais (P.L.)

1.1.2. Designation

Business English I

Course(s):

Degree in International Business

1.2. Sigla da área científica em que se insere

1.2.1. Sigla da área científica

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1.2.2. Scientific area's acronym

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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:	0000:00
(P) Práticas:	0000:00	(E) Estágio:	0000:00
(PL) Práticas Laboratoriais:	0000:00	(O) Outras:	0000:00
(S) Seminário:	0000:00		
Horas Contacto:	0045:00		

1.5.2. Contact hours

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

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)

MARIA JOÃO PEREIRA DE ALMEIDA FERRO E VIEIRA
TPCNIN23ING (3 horas semanais; 45 horas semestrais)

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

MARIA JOÃO PEREIRA DE ALMEIDA FERRO E VIEIRA
TPCNIN23ING (3 week hours; 45 semester hours)

3. Outros docentes e respetivas cargas letivas na Unidade Curricular

3.1. Outros docentes e respetivas carga letivas

ANA RITA RUFINO FAUSTINO

TPCNIN21 (3 horas semanais; 45 horas semestrais), TPCNIN22 (3 horas semanais)

3.2. *Other academic staff and lecturing load*

ANA RITA RUFINO FAUSTINO

TPCNIN21 (3 week hours; 45 semester hours), TPCNIN22 (3 week hours)

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

4.1. Objetivos de aprendizagem

Considerando o carácter eminentemente internacional da licenciatura em Comércio e Negócios Internacionais, a unidade curricular Inglês de Negócios I actua como ponto de partida e facilitadora de uma comunicação sólida e fluente em língua estrangeira, com o objectivo de suplantar possíveis barreiras linguísticas e garantir a eficácia da interacção verbal oral e escrita entre interlocutores internacionais. Acrescenta-se a necessidade de reconhecer e compreender conceitos económicos, financeiros e de outras áreas eminentemente comerciais. A competência mínima na *lingua franca* entre dois ou mais interlocutores pode ser determinante para o sucesso ou insucesso em termos de negócios em ambiente internacional. Após a frequência da unidade curricular, o aluno deverá ser capaz de compreender aspectos básicos e fundamentais dentro da sua área de actuação e de emitir opiniões e razões, assim como exprimir-se através de um discurso simples, mas articulado adaptado ao cenário global.

4.2. *Learning outcomes of the curricular unit*

Considering the eminently international nature of the degree in Commerce and International Business, the subject Business English I represents a starting point and facilitator in a solid and fluent communication in a foreign language, with the objective of overcoming possible linguistic obstacles and guaranteeing the effectiveness of the oral and written verbal interaction between international speakers. It should be added the need to recognize and understand economic, financial and other highly commercial concepts. The minimum competence in the *lingua franca* between two or more speakers might be determinant to the success or failure in terms of business in an international environment. Following the successful completion of the subject, the student should be able to understand basic but fundamental aspects within its field of knowledge and to emit opinions and reasons, as well as to express him/herself through a simple but articulate speech adapted to the global scenario.

5. Conteúdos programáticos

5.1. Conteúdos

1. Basic skills in face to face interaction in business and non-business situations
2. Companies? history, organization, activities and policies
3. Travelling on business and cultural awareness when doing business internationally
4. Imports and exports ? international trade
5. Letters, emails, faxes, telephone techniques I
6. Meetings, presentations and negotiation techniques I

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

1. Basic skills in face to face interaction in business and non-business situations
2. Companies? history, organization, activities and policies
3. Travelling on business and cultural awareness when doing business internationally
4. Imports and exports ? international trade
5. Letters, emails, faxes, telephone techniques I
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6.2. Demonstration of the syllabus coherence with the curricular unit's objectives

The syllabus of the course was conceived with the objective of enhancing the curiosity, interest, and motivation of the students to the learning of a foreign language and the understanding of the importance of a *lingua franca* in international environments. It is intended to provide knowledge and specific tools that allow the students to dominate the foreign language in which the greater part of the communication in the international commercial context will take place as a way to guarantee the education and training of independent and qualified professionals. Understanding concepts in the economic, financial and commercial areas will allow for gains in the activities in which the professionals will be involved. To this end, the points indicated in the syllabus correspond to learning steps that are intended for the students to take gradually and are all of extreme importance for the basic command of the English language in the specific context of international business.

7. Metodologias de ensino (avaliação incluída)

7.1. Metodologias de ensino (avaliação incluída)

The course favours the Communicative Language Teaching approach and Content Based Instruction, emphasising effective communication and interaction in language learning, while offering language skills and business knowledge concurrently.

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 :

1st test - 25%

2nd test - 40%

1 project with oral presentation - 25%

Participation in class* - 10%

* minimum attendance rate of 60%

7.2. Teaching methodologies (including evaluation)

The course favours the Communicative Language Teaching approach and Content Based Instruction, emphasising effective communication and interaction in language learning, while offering language skills and business knowledge concurrently.

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The Continuous Assessment entails :

1st test - 25%

2nd test - 40%

1 project with oral presentation - 25%

Participation in class* - 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

- Set of Notes
- Fanha Martins, H.; (2017). Alternatives to Common Words. A Selection of 75 Terms with Business English Examples from the British National Corpus. Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7111>
- Fanha Martins, H. (2017). Selected Collocations in English: Contributions to Business English Fluenc (2017). Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7174>
- Fanha Martins, H.; Carvalho-Oliveira, J. M. (2017). The Economy Principle: 17 characteristics that make the English language economical in comparison to Portuguese: a pedagogical perspective. Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7175>
- Fanha Martins, H. (2016). Corporate Emails in English: brief Contexts and Language. Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7214>
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- Fanha Martins, H. (2013). Elementary General Business Vocabulary List. A Selection of 2620 Terms. Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7114>
- Fanha Martins, H. (2012). General Insights into Word Choice in Business Communication. Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/1874>
- Fanha Martins, H.; Carvalho, A. S. (2013). Business English Letters (Vol.2), Human Resources, Purchasing and Sales : Sinapis Editores, Lisboa.
- Fanha Martins, H. (2012). Business English Letters (Vol.1), Payments and Accounts : OTS Publishing, Business English Series.
- Fanha Martins, H.; Kuteeva, M. (2005). Reuniões e Apresentações em Inglês de Negócios . Lisboa: Publisher Team.