

## 1. Caracterização da Unidade Curricular

### 1.1. Designação da Unidade Curricular

#### 1.1.1. Designação

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Inglês de Negócios e do Relato Financeiro

Curso(s):

Contabilidade e Administração

Contabilidade e Administração (P.L.)

#### 1.1.2. Designation

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Business English and Financial Reporting

Course(s):

Degree in Accounting and Administration

### 1.2. Sigla da área científica em que se insere

#### 1.2.1. Sigla da área científica

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CIC

#### 1.2.2. Scientific area's acronym

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CIC

### 1.3. Duração da Unidade Curricular

#### 1.3.1. Duração

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Semestral

#### 1.3.2. Duration

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Semestral

### 1.4. Total de horas de trabalho

#### 1.4.1. Horas de trabalho

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Horas de Trabalho: 0108:00

#### 1.4.2. Working hours

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Working hours: 0108:00

**1.5. Total de horas de contacto**

**1.5.1. Horas de contacto**

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(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**

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(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)**

**MARIA JOÃO PEREIRA DE ALMEIDA FERRO E VIEIRA**

TPCCD51 (3 horas semanais; 45 horas semestrais), TPCCD52 (3 horas semanais; 45 horas semestrais), TPCCD53ING (3 horas semanais; 45 horas semestrais), TPCCN51 (3 horas semanais; 45 horas semestrais), TPCCN53ING (3 horas semanais; 45 horas semestrais)

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

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**MARIA JOÃO PEREIRA DE ALMEIDA FERRO E VIEIRA**

TPCCD51 (3 week hours; 45 semester hours), TPCCD52 (3 week hours; 45 semester hours), TPCCD53ING (3 week hours; 45 semester hours), TPCCN51 (3 week hours; 45 semester hours), TPCCN53ING (3 week hours; 45 semester hours)

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

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**3.2. Other academic staff and lecturing load**

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

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

- dealing with and producing various kinds of written technical documents in English (financial statements, reports, letters, etc.)
- communicating orally in various business-related contexts;
- making a business presentation in English using visual aids;
- interpreting and summarising different kinds of text (business, academic, journalistic, promotional, etc.) in business related-areas;
- interpreting and to drawing conclusions from the information presented in a graphic format (graphs, charts, diagrams, tables, illustrations, etc.)
- summarising the main ideas presented in complex texts;
- analysing and evaluating ideas presented in written and oral form.

**4.2. Learning outcomes of the curricular unit**

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- interpreting and summarising different kinds of text (business, academic, journalistic, promotional, etc.) in business related-areas;
- interpreting and to drawing conclusions from the information presented in a graphic format (graphs, charts, diagrams, tables, illustrations, etc.)
- summarising the main ideas presented in complex texts;
- analysing and evaluating ideas presented in written and oral form.

## 5. Conteúdos programáticos

### 5.1. Conteúdos

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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.

- Money issues
- Overview of the accounting system
- Bookkeeping
- Financial statements
- International Accounting Standards
- Accounting principles
- Banking
- Taxation
- Cost accounting
- Auditing
- Company structure
- Describing trends
- Letter/E-mail writing
- Making oral presentations
- 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

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

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The main objectives are in line with the syllabus and encompass:

- Equipping students with the proficiency to effectively employ English within specialised professional domains.
- Introducing students to the sector-specific lexicon associated with Accounting.
- Reinforcing previously acquired linguistic structures, including grammar and vocabulary.
- Cultivating transferable skills such as delivering presentations and composing reports.
- Enhancing awareness of cross-cultural considerations integral to communication dynamics.

## 7. Metodologias de ensino (avaliação incluída)

### 7.1. Metodologias de ensino (avaliação incluída)

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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 accounting 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 :

- 1<sup>st</sup> test (in class) - 25%
- 2<sup>nd</sup> test (in class) - 40%
- 1 project with oral presentation (in class) - 25%
- Participation in class\* - 10%

\* minimum attendance rate of 60%

### 7.2. Teaching methodologies (including evaluation)

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

### 8.1. Demonstração da coerência das metodologias

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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*

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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

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- Set of Notes: English for Business and Financial Reporting, (Curso de Contabilidade e Administração, Ramo de Contabilidade).
- Fanha Martins, H.; Pinheiro, P. (2013). *The Accounting Dictionary, Dicionário de Contabilidade* : inglês-português / português-inglês. Lisboa: Edições ATF.
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- Fanha Martins, H. (2012). *Business English Letters (Vol.1), Payments and Accounts* : OTS Publishing, Business English Series.
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