

ECTS - Instituto Superior de Contabilidade e Administração do Porto

Degree: International Mobility Programmes

Course: Business English I

Academic Year: 2014/2015

Academic year: 1

Number of Credits (ECTS): 5.0

Term: Winter Semester

Attendance: Mandatory

Course Responsible Teacher: Dr.^a Sofia Antunes

Objectives:

Generic:

To communicate orally and in writing, using grammatical, discursive, sociolinguistic and strategic competences, in interactional situations in English.

Specific:

Understand extended speech and lectures and follow even complex lines of argument of topics related to the world of business.

Read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints.

Interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible.

Present clear, detailed descriptions on a wide range of subjects related to the main subject areas of the course and fields of personal interest.

Write clear, detailed texts on a wide range of subjects related to the main subject areas of the course and personal interests.

Write an essay or report, passing on information or giving reasons in support of or against a particular point of view.

Syllabus:

1. STUDY SKILLS

1.1 Using the dictionary

1.2 Word formation

1.3 On-line dictionaries

1.4 Spelling

1.5 Numbers and shapes

1.6 Motivation

2. WORKING TOGETHER

2.1 Company structure

2.2 People and workplaces

2.3 Working on teams

2.4 Staff motivation

2.5 Dress codes

3. NEW TECHNOLOGIES AND BUSINESS

3.1 How computers affect our lives

3.2 Mobile phones

3.3 Websites and business

3.4 E-commerce

3.5 E-mail etiquette

Objectives:

Communicative classroom activities, including role-plays, simulations and pair and group work.

Exposure to and exploration of authentic written and spoken materials.

Use of multimedia teaching/learning tools.

Assessment Methods:

I # Continuous Assessment

Percentages

Test 1: 20%

Test 2: 20%

Test 3: 20%

Test 4: 20%

Speaking: 20%

II # Final assessment

Written examination.

References:

Files:

1. Class File

2. Practice Tests

Notices:

Lecturer: Sofia Perdigão Antunes

Dr.ª Sofia Antunes

S. Mamede Infesta, 31 de Outubro de 2014