

ECTS - Instituto Superior de Contabilidade e Administração do Porto

Degree: Administrative Assistance And Translation (evening Courses)

Course: Business English III

Academic Year: 2015/2016

Academic year: 2

Term: Winter Semester

Attendance: Mandatory

Course Responsible Teacher: Doutora Cristina Silva

Number of Credits (ECTS): 5.0

Theoretical/Practical Work (hours): 3.0 h

Objectives:

Generic:

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

Specific:

Understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly.

Understand long and complex texts, appreciating distinctions of style.

Understand specialised articles and longer technical instructions, especially those related to the main subject matters of the course.

Express oneself fluently and spontaneously without much obvious searching for expressions.

Use language flexibly and effectively for social and professional purposes.

Formulate ideas and opinions with precision and relate skilfully to those of other speakers.

Express oneself in clear, well-structured text, expressing points of view at some length.

Write about complex subjects in a letter, an essay or a report in a style appropriate to the reader in mind.

Syllabus:

- 1 The language of meetings
 - 1.1 The structure of meetings
 - 1.2 Language functions
 - 1.3 Brainstorming meetings
 - 1.4 Reporting
 - 1.5 Group work activity
- 2 Life skills
 - 2.1 Time management
 - 2.2 Stress on the job
 - 2.3 Health and fitness
 - 2.4 Success
- 3 The language of tourism
 - 3.1 Types of holiday
 - 3.2 Trends in tourism
 - 3.3 Working as a tour guide
 - 3.4 Hotels
 - 3.5 Travel

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: 40%

Test 3: 20%

Speaking: 20%

II # Final assessment

Written and oral examination.

References:

References

Oxford Advanced Learner's Dictionary of Current English. 2005 (7th ed.). Oxford: OUP.

Oxford Dictionary of Business English for Learners of English. 1993. Oxford: OUP.

Online resources

www.examenglish.com

www.flo-joe.co.uk

<http://learnenglish.britishcouncil.org/en/>

<http://dictionary.reference.com>
www.thefreedictionary.com
Files:
Class File
Practice Tests
More Practice Tests

Notices:

Other lecturers: Mestre José Pedro Ruiz

Doutora Cristina Silva

S. Mamede Infesta, 6 de Outubro de 2015