

Course Unit	Business English II		Field of study	Languages	
Bachelor in	International Business Management		School	School of Technology and Management	
Academic Year	2023/2024	Year of study	1	Level	1-1
Type	Semestral	Semester	2	Code	8487-711-1204-00-23
Workload (hours)	81	Contact hours	T -	TP 26	PL -
			TC -	S -	E -
			OT 4	O -	

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) Marisa de Jesus Neiva Afonso

### Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Express ideas verbally and in writing; Understand business management practices (vocabulary/sentence structure); Understanding information from different sources.
2. Use the English language as an instrument to handle simple, clear and concise information.
3. Use the English language fluently and in a relevant way for the students' general, specific, as well as for their academic and professional education.
4. Recognize and understand the English terminology of their area of specific training in situations of oral and written communication.

### Prerequisites

Before the course unit the learner is expected to be able to:  
Use the Intermediate English Level; Basic concepts of linguistics.

### Course contents

Follow up and consolidation of Business English I. The Course Unit is divided into four major topics: Business Strategy, Business and Culture, Selection and Recruitment, Training and Development. Each of these topics aims to the promotion and development of language skills (oral, written, communication and vocabulary).

### Course contents (extended version)

1. Motivational factors, job satisfaction, different aspects of risk and risks management.
2. Management styles, team building and success in conflict management.
3. Raising finance, financial terms, ways to raise money.
4. Business skills.
5. Verb Tenses and word-building.
6. Sentence structures.
7. Adverbs and prepositions.
8. Writing letters, faxes and emails.

### Recommended reading

1. Atrutt, P. (2012). Market Leader business grammar and usage. Pearson Education Ltd.
2. Cordell, J. (2000). Cambridge Business English activities. Cambridge University Press.
3. Kent, S. , Falvey, D. , & Cotton, D. (2012). Market Leader upper intermediate. Pearson Education Ltd.
4. Kent, S. , Falvey, D. , & Cotton, D. (2012). Market Leader upper intermediate practice file. Pearson Education Ltd.
5. Mascull, B. (2010). Business Vocabulary in use. Cambridge University Press.

### Teaching and learning methods

In class: Teaching and learning methods will be based on a theoretical and practical approach. Follow up and consolidation of BEI. The Course Unit is divided into four major topics: Business Strategy, Business and Culture, Selection and Recruitment, Training and Development. Each of these topics aims to the promotion and development of language skills (oral, written, communication and vocabulary).

### Assessment methods

1. Continuous Assessment - (Regular, Student Worker) (Final)
  - Intermediate Written Test - 70% (Written Test (50%) and Speaking Test (20%).)
  - Intermediate Written Test - 30% (English in Use and Grammar)
2. Final Exam - (Regular, Student Worker) (Final, Supplementary, Special)
  - Final Written Exam - 100% (Writing-25% Use of English- 25% Reading comprehension-15% Listening comprehension- 10% Speaking- 25%)

### Language of instruction

English

### Electronic validation

Marisa de Jesus Neiva Afonso	Nuno Filipe Lopes Moutinho	José Carlos Rufino Amaro
07-03-2024	13-03-2024	16-03-2024