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|------------------|--|---------------|----------------|---------------------|------|
| Course Unit      | Foreign Language 1 - Technical English I   |               | Field of study | Foreign Languages   |      |
| Bachelor in      | Portuguese Language and Portuguese Speaking Countries - Portuguese as a Foreign Language |               | School         | School of Education |      |
| Academic Year    | 2022/2023  | Year of study | 2              | Level               | 1-2  |
| Type             | Semestral  | Semester      | 1              | ECTS credits        | 5.0  |
| Code             | 9992-543-2103-04-22  |               |                |                     |      |
| Workload (hours) | 135  | Contact hours | T -            | TP 45               | PL - |
|                  |  |               | TC -           | S -                 | E -  |
|                  |  |               | OT 9           | 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) **Elisabete Rosário Mendes Silva**

#### Learning outcomes and competences

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

1. understand and summarise technical texts on areas related to the degree such as tourism, the world of work, international and institutional relations, diplomacy, law and other related to the degree
2. use specific and general terminology
3. produce clear oral texts
4. display competency in writing in various styles, with contents, organisation, cohesion, range of vocabulary and linguistic structures and effect on the reader being the main factors to consider
5. produce written texts of several types and on different topics, such as reports, letters and emails (formal and informal) in a professional context
6. speak the English language with an advanced fluency and pronunciation and a good level of accuracy, displaying a variety of linguistic structures and vocabulary
7. use the grammar and vocabulary of the English language up to a level of advanced understanding
8. acquire linguistic fluency, spelling correction and lexis knowledge adequate to the upper-intermediate level demanded (B2.1 of CEFR)

#### Prerequisites

Before the course unit the learner is expected to be able to: master the English language at a B1 level.

#### Course contents

Oral and written texts, grammatical and lexical structures and writing exercises underlying the chosen coursebook and other relevant material adequate to the level and purpose of the course. Main thematic areas: the world of tourism, the world of work, law and diplomacy. Technical and specific vocabulary related to the themes discussed in class.

#### Course contents (extended version)

1. Main thematic areas
  - the world of tourism
  - the world of work and business (types of business, company structure)
  - business etiquette
  - telephoning
  - giving a successful presentation
  - other relevant topics in accordance with the objectives of the course
2. Grammar
  - relative clauses
  - conditionals
  - passive structures
  - phrasal verbs
  - noun clauses
  - participle, to-infinitive and reduced clauses
  - word order and emphasis (cleft sentences, inversion, inversion in conditional sentences)
3. Lexis
  - technical and specific vocabulary related to the thematic areas in focus
  - in accordance with the objectives and the thematic areas of the course
4. Writing
  - cartas formais (covering letter)
  - resume/Curriculum Vitae
  - brochures
  - formal emails/letters

#### Recommended reading

1. Mann, M. & Taylore-Jones, S. (2008). Destination B2. Macmillan Education.
2. Schofield, J. & Osborn, A. (2011). Business speaking. B1-C2. HarperCollins Publishers.
3. Talbot, F. (2016). How to write effective business English: excel at email, social media and all your professional communication. Kogan Page Limited.
4. Wyatt, R. (2010). Check your English vocabulary for human resources. Bloomsbury Publishing.
5. Wyatt, R. (2007). Vocabulary workbook. Check your English vocabulary for leisure, travel and tourism. A & C Black Publishers.

#### Teaching and learning methods

Communicative methodology, task based learning, collaborative work embrace all four language skills through reading, listening writing and speaking. Classes include a range of interactive and different activities encouraging learners to use the language in an increasingly autonomous way.

#### Assessment methods

1. Continuous assessment - (Regular, Student Worker) (Final)
  - Practical Work - 40% (mid-term tests, written and oral assignments done in class or at home)
  - Intermediate Written Test - 60% (Test focusing on the 5 skills (speaking, writing, reading, listening and English in use))
2. Exam - (Regular, Student Worker) (Supplementary, Special)
  - Final Written Exam - 100% (Comprises reading, writing, English in use (grammar and vocabulary), listening, speaking)

**Language of instruction**

English

**Electronic validation**

|                                |                       |                                   |                              |
|--------------------------------|-----------------------|-----------------------------------|------------------------------|
| Elisabete Rosário Mendes Silva | Isabel Augusta Chumbo | Alexandra Filipa Soares Rodrigues | Carlos Manuel Costa Teixeira |
| 09-12-2022                     | 10-12-2022            | 10-12-2022                        | 05-01-2023                   |