

Course Unit	Business English II		Field of study	Languages	
Bachelor in	International Business Management		School	School of Technology and Management	
Academic Year	2021/2022	Year of study	1	Level	1-1
Type	Semestral	Semester	2	ECTS credits	3.0
Code	8487-711-1204-00-21				
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. Special focus will be given to the practice component in order to apply, develop and solve questions on a functional order. At home: solving oriented exercises, preparing and reading selected texts, doing research on topics related to the course contents, relevant researches for the study.

Assessment methods

1. Continuous Assessment - (Regular, Student Worker) (Final)
 - Intermediate Written Test - 60% (Written and speaking test);
 - Practical Work - 40% (Short tests)
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	Paulo Alexandre Vara Alves
26-02-2022	06-03-2022	22-03-2022