

Course Description

Course Unit

Business English

UC Code

ENG3.12290

ECTS Credits

6 ECTS

Work Hours

168H (6 ECTS)

Level

BA

Academic year and Semester

2024/2025, S2

Faculty

Cláudia Pereira Duarte

Class

TP 4

Language of instruction

English

Class Description

Students will acquire knowledge of specific lexis and register patterns related to appropriate professional communication and gain familiarity with how people interact in an English-speaking business environment. Among the several contexts in which competence will be developed we might stress the following:

- Job applications, preparing a CV, writing a covering letter, preparing for an interview.
- Making contact, developing a good relationship at work, using the right level of register, making conversation.
- Making presentations, using audiovisuals, presenting ideas, using body language, dealing with

questions.

- Participating in meetings, organizing matters under discussion, presenting arguments, showing agreement/disagreement, interrupting and resisting interruption, summarising and closing.
- Making phone calls, telephone etiquette and terminology, asking for clarification, arranging a meeting, closing a call.
- Writing professional e-mails/letters and reports, format, level of register, sentence and paragraph organization, specific terminology.
- Ethical principles at work.

Grading and Assessment

Evaluation:

Homework - Correspondence group work 10%

Homework - Film analysis report 10%

Participation - 20%

Written test Report & Letter - 30% (20%+10%)

Speaking test - Presentation 15%

Speaking test - Meeting 15%

Bibliography

English C1.2

Prerequisites (if applicable)

English C1.2