

## Course Description

### Course Unit

**Business English (C2)**

### 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