

Caraterização da Unidade Curricular / Characterisation of the Curricular Unit

Designação da Unidade Curricular / Curricular Unit:	[3186302] Inglês Técnico [3186302] Technical English		
Plano / Plan:	Plano de Formação		
Curso / Course:	Gestão Comercial e Vendas Commercial Management and Sales		
Grau / Diploma:	Diploma de Técnico Superior Profissional		
Departamento / Department:	Departamento de Gestão, Administração e Turismo		
Unidade Orgânica / Organic Unit:	Escola Superior de Tecnologia e Gestão de Lamego		
Área Científica / Scientific Area:	Línguas e Literaturas Estrangeiras		
Ano Curricular / Curricular Year:	1		
Período / Term:	S2		
ECTS:	4		
Horas de Trabalho / Work Hours:	0108:00		
Horas de Contacto/Contact Hours:			
(T) Teóricas/Theoretical:	0000:00	(TC) Trabalho de Campo/Fieldwork:	0000:00
(TP) Teórico-Práticas/Theoretical-Practical:	0005:00	(OT) Orientação Tutorial/Tutorial Orientation:	0000:00
(P) Práticas/Practical:	0040:00	(E) Estágio/Internship:	0000:00
(PL) Práticas Laboratoriais/Practical Labs:	0000:00	(O) Outras/Others:	0000:00
(S) Seminário/Seminar:	0000:00		

Docente Responsável / Responsible Teaching

[1044] Anabela Fernandes Guedes

Outros Docentes / Other Teaching

[1044] Anabela Fernandes Guedes | Horas Previstas: 45h

Objetivos de Aprendizagem

O propósito desta UC é dotar os alunos da capacidade de desenvolver e utilizar os conhecimentos de língua estrangeira em contextos gerais e específicos. Para o efeito, será desenvolvida a capacidade comunicativa nas quatro competências fundamentais, i.e., ler, escrever, ouvir e falar, nas temáticas selecionadas. Assim, os principais objetivos são: desenvolver competências linguísticas, apreender e utilizar corretamente as principais estruturas no âmbito lexical, gramatical e temático, devidamente articuladas e adaptadas às realidades do curso, e tornar os alunos mais conscientes de aspetos relevantes da cultura do mundo anglófono. Em termos de aprendizagem de LE em toda a Europa, há um Quadro Europeu Comum de Referência (QECR) que define níveis distintos de realização numa LE. Os nossos objetivos são construídos de acordo com este quadro. No final do semestre, os alunos devem desenvolver competências do nível A.2 até ao nível B.1 e mobilizá-las em situações da vida real.

Learning Outcomes of the Curricular Unit

The purpose of this CU is to enable students to further develop and use English language skills in general and specific contexts. This will be achieved through the practice of the four skills. i.e., reading, writing, listening, and speaking. According to that, the main aims are: to develop language skills, to understand and correctly use the main structures in the lexical, grammatical and thematic fields, and make students more aware of relevant aspects of the culture(s) of the English-speaking world. As regards language learning across Europe, there is a Common European Framework of Reference for languages (CEFR) which organises language proficiency in six levels and the goals to be achieved were set according to it. At the end of the semester, students should improve their competence in the four skill areas to the level B.1 and be comfortable using their newfound skills in real-life situations.

Conteudos Programáticos (Lim:1000)

- Cultural diversity and socialising: Building a relationship;Cross-cultural understanding;Welcoming visitors;Small talk: keeping the conversation going;Culture and entertainment;Inviting, and accepting or declining;Eating out.
- Company Structure: Job titles; Departments; Lexis of working conditions-perks, benefits, holidays, salary, income, promotions, etc.
- Telephoning:Receiving calls;Taking and leaving messages;Asking for and giving repetition;Setting up and changing appointments.
- Presentations:Planning and getting started;Structure;Talking about the content of visual aids;Describing change.
- Financial English: Terminology of money and finance.

Syllabus (Lim:1000)

- Cultural diversity and socialising: Building a relationship;Cross-cultural understanding;Welcoming visitors;Small talk: keeping the conversation going;Culture and entertainment;Inviting, and accepting or declining;Eating out.
- Company Structure: Job titles; Departments; Lexis of working conditions-perks, benefits, holidays, salary, income, promotions, etc.
- Telephoning:Receiving calls;Taking and leaving messages;Asking for and giving repetition;Setting up and changing appointments.
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- Financial English: Terminology of money and finance.

Metodologias de Ensino (Avaliação incluída; Lim:1000)

A abordagem aos conteúdos apoia-se na utilização de metodologias ativas de aprendizagem, favorecendo o processo comunicativo a nível da expressão oral e escrita, com leitura e interpretação de textos com vocabulário e estruturas linguísticas dentro das áreas temáticas e exercícios práticos de desenvolvimento de competências específicas, orientados para uma crescente autonomia no uso da língua inglesa. São privilegiadas metodologias comunicativas e uma abordagem intercultural, promovendo-se nas aulas a simulação de situações e a resolução de tarefas. A participação e envolvimento ativo dos alunos nas tarefas a realizar será uma constante, podendo assumir a forma de trabalho a pares ou em pequenos grupos, com a constante de todo o trabalho ser sempre partilhado e debatido num o grupo mais alargado.

Avaliação:

- Avaliação regular: Teste escrito 30%+Teste escrito 30%+Exame Oral 40%
- Avaliação por exame: Teste escrito 60%+Exame Oral 40%

Teaching Methodologies (Including evaluation; Lim:1000)

The content approach is based on the use of active learning methodologies, favouring the communicative process in terms of oral and written expression, reading and interpreting texts with vocabulary and linguistic structures within the subject areas, and practical exercises in the development of specific skills, oriented to an increasing autonomy in the use of the English language. Communicative methodologies and an intercultural approach are privileged, promoting in the classes the simulation of situations and the resolution of tasks, always with the use of authentic materials (written and sound). The participation and active involvement of the students in the tasks to be carried out will be a constant, being able to take the form of work in pairs or in small groups, with the constant of all the work being always shared and debated in a wider group.

Assessment:

- Regular assessment: Written test 30%+Written test 30%+Oral exam 40%.
- Exam assessment: Written Test 60%+Oral Exam 40%.

Bibliografia de Consulta (Lim:1000)

Allison, J.& Emmerson P. (2011). The Business. MACMILLAN
Azar, B.& Hagen,S. (2019). Fundamentals of English Grammar. Pearson
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Comfort, J.(1996). Effective Telephoning. OUP
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Hornby, A.S. (2014) Oxford Advanced Learner's Dictionary. OUP
Hughes,J.,Dummett, P., Stephenson,H. , Cook,R. &Pedretti,M. (2020). Success with Business. National Geographic Learning.
Mascull, B. (2002). Business Vocabulary in Use. CUP
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Sabath, A. M. (1999). International Business Etiquette. Career Press
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Observações

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Observações complementares