



Business English

Code: ERAGT006 Acronym: BE

Scientific Area: Social and Human Sciences

Occurrence: 2025/26 - 1S

Teaching Area: *Ciências Sociais e Humanas*

Courses

Acronym	Nº de Estudantes	Plano de Estudos	Academic Year	Credits	Horas Contacto	Total Hours
ERSGT	12	Curso Erasmus	1º	4,5	45	45

Hours Actually Taught

ERA-1-D

Theoretical and Practical: 22,50

Teaching - Weekly Hours

Theoretical and Practical: 0,00

Teaching - Responsibilities

Type	Teacher	Classes	Hours	Teacher	Responsabilidade
Theoretical and Practical	Totals	1	0,00	Isabel Maria da Graça Teixeira Messias - ESGT	Responsável
	Isabel Maria da Graça Teixeira Messias - ESGT		0,00		

Draft, waits for validation.

Learning outcomes and their compatibility with the teaching method (knowledge, skills and competencies to be developed by students)

To prepare the students for the different skills of the English language ¿ speaking, writing, listening, and reading, thus improving their ability to write and speak in English. These skills will be applied both to traditional media, such as formal letters and proposals or to email, blogs, websites, and social media.

To help students perform their activities, which will help to develop their language skills that will be necessary to be academically and professionally successful.

To provide the students with practice in learning strategies, which will allow them to be successful in business, both in writing and conversation skills.

To develop the student¿s ability in what concerns business correspondence.

To develop the student¿s ability to understand the English language structures and the vocabulary for communicating in the business environment.

To promote speech fluency, especially in what concerns business language.

Syllabus

The English language in the business world:

Working across cultures; doing business in foreign markets; international mergers; living and working in a foreign country; working in international teams; training and development.

Revision and acquisition of grammar structures and contents.

Reading and comprehension and associated skills (with the support of *The Financial Times* and the book *The Infinite Game*, by Simon Sinek).

Texts of general and specific contents, in the scope of the course, to be read, analyzed and translated in class.

Writing:

Formal Style/ Informal style

Commercial correspondence (Curriculum Vitae; application letter; video CV)

Internal communications (memorandum, e-mail, note, information; report).

Developing a written argument on a given topic:

Speaking and communication skills:

The students will do oral exercises and presentations about selected topics, to develop presentation and argumentation skills.

Demonstration of the syllabus coherence with the curricular unit's learning objectives

The contents of this curricular unit aim to provide the students with the skills to deal appropriately with day-to-day and academic situations in which the use of the English language is required. To achieve these results, the students will do reading and listening exercises with generic and technical texts, to promote the acquisition of words and expressions necessary for everyday situations, both in a personal or business context. They will also produce written activities to consolidate their knowledge of grammar structures. This will help to enhance their English language skills as well as to develop their abilities in understanding and managing day-to-day life and professional situations.

Teaching and learning methodologies specific to the curricular unit articulated with the pedagogical model

The methods used in this curricular unit will be student-centered and task-based with a progressive development of the difficulty of the exercises applied to encourage the development of active listening and speaking skills, as well as proficient reading and writing activities appropriate for their level. Thus, students will participate in spontaneous individual and group oral activities to encourage fluency. They will also prepare formal oral presentations and debates, where emphasis will be placed on appropriate pronunciation, enunciation, and diction. They will review basic grammatical structures and learn new writing conventions for formal and informal writing, especially in what concerns the elaboration of business correspondence.

During class activities, the students will have the opportunity to read and analyze texts of business content to improve their critical and reading competencies.

Assessment

For the final evaluation will be considered the following criteria:

- Performance in class: 15%
- Work presentationst: 20%
- Written Test: 65%

Demonstration of the coherence of teaching and evaluation methodologies between the learning objectives of the curricular unit

The production of oral and written exercises and the ability to understand what is said in a foreign language, namely considering a specific context, will be the methodology adequate to the development of the abilities of language acquisition. Writing, reading, understanding, and speaking skills, developed during the course, will help

the learners to use properly a language other than their own and be able to solve language situations that they may face in their daily lives. The classes have a strong practical character, given the fact that it is the English language that is used as the teaching language. Also, they will function as the support needed for the development of language skills to be used in a personal or academic environment.

Bibliography (Mandatory resources)

- Jones, Leo & Alexander, Richard (2011) [2003] New International Business English, Cambridge: Cambridge University Press.
- Murphy, Raymond (2004) English Grammar in Use 3rd Ed, Cambridge: Cambridge University Press.
- Gutjahr, Lothar & Mahoney, Sean (2009) English for Sales and Purchasing, Oxford University Press.
- Vince, Michael & Sunderland, Peter (2003) Advanced Language Practice, Macmillan

Web Resources:

- BBC news online available at www.bbc.co.uk
- Mind Tools: Essential Skills for an Excellent Career available at <https://www.mindtools.com>
- English online dictionary search tool Lexi-logos available at <http://www.lexilogos.com/english/dictionary.htm>
- Portuguese-English online dictionary search tool Lexi-logos, available at http://www.lexilogos.com/english/portuguese_dictionary.htm
- Tedtalks on Business available at <https://www.ted.com/talks?topics%5B%5D=business>