

Inglês de Negócios e do Relato Financeiro

1. Apresentação geral

1. This intermediate/upper-intermediate English course is aimed at developing the four main linguistic skills – reading, listening, speaking and writing – in the area of Accounting.

2. Objetivo geral

Curso: Contabilidade e Administração / Ramo Contabilidade

3. Programa resumido

Área/ Subárea: Ciências da Informação e Comunicação / Línguas

4. Bibliografia principal

Semestre: 5º

Carga horária: 3 horas / semana

ECTS: 4

2.

The main objectives are the following: to prepare the students to use English in specific professional contexts; to familiarise students with lexical resources that are specific to the area of Accounting; to consolidate the previously acquired linguistic patterns (grammar and lexis); to develop transferable skills such as making presentations and writing reports; to raise awareness of cross-cultural issues underlying communication processes.

3.

The contents of the course are organised around the major topics presented below. Each topic will be studied through a variety of materials, including texts for reading comprehension, online tasks, vocabulary exercises, role-plays, dialogues, writing assignments, listening comprehension. 1. Money issues; 2. Overview of the accounting system; 3. Bookkeeping; 4. Financial statements; 5. International Accounting Standards; 6. Accounting principles; 7. Banking; 8. Taxation; 9. Cost accounting; 10. Auditing; 11. Company structure; 12. Describing trends; 13. Letter/E-mail writing; 14. Making oral presentations; 15. Business communication

In addition, several grammar topics will be revised throughout the course. These will be studied throughout the year on the basis of exercises. Selected material from published sources will also be used when appropriate. Verb tenses (present, past, perfect, future);

Word order; Modal verbs; Question forms; Adjectives and Adverbs; Prepositions;
Conditionals; Countable and uncountable nouns

4.

1. Set of Notes: English for Business and Financial Reporting, (Curso de Contabilidade e Administração, Ramo de Contabilidade).
2. Fanha Martins, H.; Pinheiro, P. (2013). The Accounting Dictionary, Dicionário de Contabilidade: inglês-português / português-inglês. Lisboa: Edições ATF.
3. Fanha Martins, H.; Rodrigues, A. (2013). Dicionário de Termos e Expressões de Fiscalidade e Direito Fiscal, português-inglês / inglês-português. Lisboa: Edições Sílabo.
4. Fanha Martins, H., "Alternatives to Common Words. A Selection of 75 Terms with Business English Examples from the British National Corpus" (2017). Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7111>
5. Fanha Martins, H., "Selected Collocations in English: Contributions to Business English Fluency" (2017). Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7174>
6. Fanha Martins, H.; Carvalho-Oliveira, J. M., "The Economy Principle: 17 characteristics that make the English language economical...in comparison to Portuguese – a pedagogical perspective" (2017). Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7175>
7. Fanha Martins, H., "Corporate Emails in English: brief Contexts and Language" (2016). Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7214>
8. Fanha Martins, H., "Acronyms in Business English: the Financial Language" (2015). Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7113>
9. Fanha Martins, H., "Basic Synonyms in English You Should Know" (2014). Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7173>
10. Fanha Martins, H., "Elementary General Business Vocabulary List. A Selection of 2620 Terms" (2013). Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7114>
11. Fanha Martins, H., "General Insights into Word Choice in Business Communication" (2012). Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/1874>
12. Fanha Martins, H.; Carvalho, A. S. (2013). Business English Letters (Vol.2), Human Resources, Purchasing and Sales: Sinapis Editores, Lisboa.
13. Fanha Martins, H. (2012). Business English Letters (Vol.1), Payments and Accounts: OTS Publishing, Business English Series.

14. Fanha Martins, H.; Kuteeva, M. (2005). Reuniões e Apresentações em Inglês de Negócios. Lisboa: Publisher Team.

NÃO SERVE PARA EFEITOS DE CERTIFICAÇÃO