

1.  
Apresentação geral

1.

2.  
Objetivo geral

**Curso:** Comércio e Negócios Internacionais

**Área/ Subárea:** Ciências da Informação e da Comunicação/ Línguas

3.  
Programa resumido

**Semestre:** 3.º semestre

**Carga horária:** 3 horas/ semana

4.  
Bibliografia principal

**ECTS:** 4

2.

Considering the eminently international nature of the degree in Commerce and International Business, this upper-intermediate course is aimed at developing the four main linguistic skills – reading, listening, speaking and writing – in the area of **International Business**.

3.

The contents of the course include major general International Business topics. In addition, several grammar topics are revised throughout the year. These are studied throughout the year on the basis of exercises. Selected material from published sources is also used when appropriate. Technical topics covered are the following

1. World Economics; 2. International trade; 3. Telephoning and commercial correspondence; 4. Meetings and Presentations; 5. Negotiations. Grammar: Verb tenses (present, past, perfect, future); Prepositions; Modal Verbs; Phrasal Verbs; Conditionals.

4.

1. Set of Notes: Business English II, (Curso de Comércio e Negócios Internacionais)
2. 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>
3. Fanha Martins, H.; Pinheiro, P. (2013). The Accounting Dictionary, Dicionário de Contabilidade: inglês-português / português-inglês. Lisboa: Edições ATF.
4. Fanha Martins, H.; Carvalho, A. S. (2013). *Business English Letters (Vol.2), Human Resources, Purchasing and Sales*: Sinapis Editores, Lisboa.
5. Fanha Martins, H. (2012). *Business English Letters (Vol.1), Payments and Accounts*: OTS Publishing, Business English Series.
6. Fanha Martins, H.; Kuteeva, M. (2005). *Reuniões e Apresentações em Inglês de Negócios*. Lisboa: Publisher Team.