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## General presentation

2.

## General Objective

3.

## Summary Program

4.

## Main Bibliography

1.

**Course:** Business Finance

**Area:** Information and Communication Sciences/Languages

**Semester:** 2.<sup>o</sup>

**Workload:** 3 hours per week

**ECTS:** 4

2.

The main aim of this intermediate/upper-intermediate course is to prepare students to use English in professional contexts related to **Corporate Finance**, i.e., the core degree subject.

3.

The contents of the course are organized 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. Technical topics covered are the following:

1. Money; 2. Personal finance and business finance; 3. Interest rates; 4. Financial instruments; 5. Share prices – types of risks; 6. Money markets; 7. Exchange rates; 8. Financial Institutions; 9. Accounting and Financial Statements; 10. Describing trends – charts and graphs; 11. Financial planning; 12. Business plans; 13. Describing trends – charts and graphs. Grammar: Verb tenses (present, past, perfect, future); Prepositions; Phrasal Verbs.

4.

1. Set of Notes: Inglês Financeiro/ English for Finance, (Curso de Finanças Empresariais)
2. Fanha Martins, H., "Acronyms in Business English: the Financial Language" (2015). Repositório do Instituto Politécnico de Lisboa. <http://hdl.handle.net/10400.21/7113>
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.