

**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 Taxation.

**2.**  
Objetivo geral

**Curso:** Contabilidade e Administração / ramo Fiscalidade

**3.**  
Programa resumido

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

**Semestre:** 6º

**4.**  
Bibliografia principal

**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 Taxation; 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.

a) Types of taxes; b) Taxation systems; c) Company structure; d) Overview of the accounting system; e) Financial statements; f) Types of assets; g) Banking; h) Business ethics; i) Describing trends; j) Presenting results in reports; k) Making oral presentations; l) 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 Fiscalidade).

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.