

1.  
Apresentação geral

1.

2.  
Objetivo geral

**Curso:** Gestão

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

3.  
Programa resumido

**Semestre:** 5.º semestre

**Carga horária:** 3 horas/ semana

4.  
Bibliografia principal

**ECTS:** 4

2.

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

3.

The contents of the course include major general Management 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. Management and Cultural Diversity; 2. Work and Motivation; 3. Recruitment; 4. Production, Products and Marketing; 5. Banking; 6. The Business Cycle; 7. International Trade and Economics; 8. Business Ethics; 9. Business Presentations; 10. Business English Meetings; 11. Graph Description; 12. Letter/ Email Writing; 13. Negotiation Techniques. Grammar: Verb tenses (present, past, perfect, future); Prepositions; Phrasal Verbs.

4.

1. Set of Notes: Inglês de Negócios/ Business English, (Curso de Gestão)
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.