

## 1. Caracterização da Unidade Curricular

### 1.1. Designação da Unidade Curricular

#### 1.1.1. Designação

---

Inglês para Finanças

Curso(s):

Mestrado em Análise Financeira

#### 1.1.2. Designation

---

English for Finance

Course(s):

Master in Financial Analysis

### 1.2. Sigla da área científica em que se insere

#### 1.2.1. Sigla da área científica

---

CIC

#### 1.2.2. Scientific area's acronym

---

CIC

### 1.3. Duração da Unidade Curricular

#### 1.3.1. Duração

---

Semestral

#### 1.3.2. Duration

---

Semestral

### 1.4. Total de horas de trabalho

#### 1.4.1. Horas de trabalho

---

Horas de Trabalho: 0081:00

#### 1.4.2. Working hours

---

Working hours: 0081:00

## 1.5. Total de horas de contacto

### 1.5.1. Horas de contacto

|                              |         |                           |         |
|------------------------------|---------|---------------------------|---------|
| (T) Teóricas:                | 0000:00 | (TC) Trabalho de Campo:   | 0000:00 |
| (TP) Teórico-Práticas:       | 0022:30 | (OT) Orientação Tutorial: | 0005:00 |
| (P) Práticas:                | 0000:00 | (E) Estágio:              | 0000:00 |
| (PL) Práticas Laboratoriais: | 0000:00 | (O) Outras:               | 0005:00 |
| (S) Seminário:               | 0000:00 |                           |         |
| Horas Contacto:              | 0032:30 |                           |         |

### 1.5.2. Contact hours

|                             |         |                         |         |
|-----------------------------|---------|-------------------------|---------|
| (T) Theoretical:            | 0000:00 | (TC) Field Work:        | 0000:00 |
| (TP) Theoretical-practical: | 0022:30 | (OT) Tutorial Guidance: | 0005:00 |
| (P) Practical:              | 0000:00 | (E) Internship:         | 0000:00 |
| (PL) Laboratory practices:  | 0000:00 | (O) Other:              | 0005:00 |
| (S) Seminar:                | 0000:00 |                         |         |
| Contact Hours:              | 0032:30 |                         |         |

## 1.6. ECTS

3

## 1.7. Observações

### 1.7.1. Observações

Sem observações.

### 1.7.2. Comments

No comments.

## 2. Docente responsável e respetiva carga letiva na Unidade Curricular

### 2.1. Docente responsável e carga letiva (preencher o nome completo)

MARIA JOÃO PEREIRA DE ALMEIDA FERRO E VIEIRA  
TPMNAF11 (1.5 horas semanais; 22.5 horas semestrais)

### 2.2. Responsible academic staff member and lecturing load (fill in the full name)

MARIA JOÃO PEREIRA DE ALMEIDA FERRO E VIEIRA  
TPMNAF11 (1.5 week hours; 22.5 semester hours)

### 3. Outros docentes e respetivas cargas letivas na Unidade Curricular

#### 3.1. Outros docentes e respetivas carga letivas

---

#### 3.2. *Other academic staff and lecturing load*

---

### 4. Objetivos de aprendizagem (conhecimentos, aptidões e competências a desenvolver pelos estudantes)

#### 4.1. Objetivos de aprendizagem

---

The principal aim is to prepare students to use English in professional contexts related to financial analysis, i.e. the core degree subject. This course will contribute to developing the four main linguistic skills - reading, listening, speaking and writing - at an upper-intermediate level. Other objectives include the following:

- to familiarise the students with lexical resources that are specific to the area of corporate finance;
- 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.

#### 4.2. *Learning outcomes of the curricular unit*

---

The principal aim is to prepare students to use English in professional contexts related to financial analysis, i.e. the core degree subject. This course will contribute to developing the four main linguistic skills - reading, listening, speaking and writing - at an upper-intermediate level. Other objectives include the following:

- to familiarise the students with lexical resources that are specific to the area of corporate finance;
- 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.

## 5. Conteúdos programáticos

### 5.1. Conteúdos

---

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 and writing assignments.

1. **Money**
2. **Banking system**
3. **Money and work**
4. **Banking and financial problems**
5. **Currency markets**
6. **Corporate finance**
7. **Mergers and acquisitions**
8. **Investments**
9. **Numbers and statistics**
10. **Graph reading**
11. **Meetings**
12. **Presentations**

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**
- **Spelling**
- **Phrasal verbs for banking and finance**
- **Financial idioms and expressions**

## 5.2. *Syllabus*

---

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 and writing assignments.

1. **Money**
2. **Banking system**
3. **Money and work**
4. **Banking and financial problems**
5. **Currency markets**
6. **Corporate finance**
7. **Mergers and acquisitions**
8. **Investments**
9. **Numbers and statistics**
10. **Graph reading**
11. **Meetings**
12. **Presentations**

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**
- **Spelling**
- **Phrasal verbs for banking and finance**
- **Financial idioms and expressions**

## **6. Demonstração da coerência dos conteúdos programáticos com os objetivos da Unidade Curricular**

### **6.1. Demonstração da coerência dos conteúdos programáticos**

---

The main objectives are in line with the syllabus as the objectives are:

- 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.

**6.2. Demonstration of the syllabus coherence with the curricular unit's objectives**

---

The main objectives are in line with the syllabus as the objectives are:

- 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.

**7. Metodologias de ensino (avaliação incluída)****7.1. Metodologias de ensino (avaliação incluída)**

---

Grammar-translation Approach

Direct Approach

Reading Approach

Audiolingual Approach

Communicative Approach

Students may choose between Continuous Assessment and Final Exam. Students who undergo continuous assessment and pass will not have to sit the final exam. Those who fail to complete one or more elements of the continuous assessment or fail to get the final mark of 10 in the continuous assessment are required to take the final exam.

The Continuous Assessment entails :

Test in the classroom - 50%

1 project with written and oral presentation - 40%

Participation in class\* - 10%

\* minimum attendance rate of 60%

Note: Students will not be excluded from continuous assessment if they fail to achieve a particular minimum mark. Nonetheless, it is required that students complete all aforementioned elements conducive to a final mark under continuous assessment, including the minimum attendance rate of 60%.

## 7.2. *Teaching methodologies (including evaluation)*

---

Grammar-translation Approach

Direct Approach

Reading Approach

Audiolingual Approach

Communicative Approach

Students may choose between Continuous Assessment and Final Exam. Students who undergo continuous assessment and pass will not have to sit the final exam. Those who fail to complete one or more elements of the continuous assessment or fail to get the final mark of 10 in the continuous assessment are required to take the final exam.

The Continuous Assessment entails :

Test in the classroom - 50%

1 project with written and oral presentation - 40%

Participation in class\* - 10%

\* minimum attendance rate of 60%

Note: Students will not be excluded from continuous assessment if they fail to achieve a particular minimum mark. Nonetheless, it is required that students complete all aforementioned elements conducive to a final mark under continuous assessment, including the minimum attendance rate of 60%.

## 8. Demonstração da coerência das metodologias de ensino com os objetivos de aprendizagem da Unidade Curricular

### 8.1. Demonstração da coerência das metodologias

---

Teaching and learning methods aim at the knowledge of the contents referred to in the syllabus, reaching the targeted goals and competencies.

### 8.2. *Demonstration of the coherence between the teaching methodologies and the learning outcomes*

---

Teaching and learning methods aim at the knowledge of the contents referred to in the syllabus, reaching the targeted goals and competencies.

**9. Bibliografia de consulta/existência obrigatória**

---

Fanha Martins, H.; Pinheiro, P. (2013). *The Accounting Dictionary, Dicionário de Contabilidade* : inglês-português / português-inglês. Lisboa: Edições ATF.

Fanha Martins, H.; Carvalho, A. S. (2013). *Business English Letters (Vol.2), Human Resources, Purchasing and Sales* : Sinapis Editores, Lisboa.

Fanha Martins, H. (2012). *Business English Letters (Vol.1), Payments and Accounts* : OTS Publishing, Business English Series.

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

Ferro, M. J. (2018). *English for Finance* . Unpublished manuscript.

A monolingual (English/English) dictionary (e.g. *Oxford Advanced Learner's Dictionary* or *Longman Dictionary of Contemporary English* ).