

Course Unit	Technical English	Field of study	Social Sciences and Humanities
Bachelor in	Communication Technologies	School	School of Public Management, Communication and Tourism
Academic Year	2017/2018	Year of study	1
Type	Semestral	Semester	1
Level	1-1	ECTS credits	6.0
Code	9247-333-1103-00-17		
Workload (hours)	162	Contact hours	T - , TP 60, PL - , TC - , S - , E - , OT 20, O -

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) Marisa de Jesus Neiva Afonso

Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Understand a wide range of longer texts and analyse more complex texts in his/her field of specialisation;
2. Identify specific terminology and use it, according to the needs of professional context;
3. Produce legible and organised written texts of increasing extension and complexity in the scope of the specific area;
4. Understand and respond to listening texts at a more advanced level of language on general and specific subjects;
5. Discuss about specific and general topics accurately;
6. Use grammatical structures of relevance;
7. Communicate effectively for social, academic and professional purposes, according to level C1 of Common European Framework of Reference.

Prerequisites

Before the course unit the learner is expected to be able to:

The learner must understand, analyse, apply grammar and lexical structures at the B2 level of QCER.

Course contents

English for Specific Purposes. Communication. Information Technology. Comercial correspondence.

Course contents (extended version)

1. Communication
 - Means of communication
 - The importance of means of communication .
 - The Media
2. Information tecnology .
 - The computer age
3. Multimedia
 - Concepts
 - Multimedia components
 - The future of multimedia
4. Formal and informal letters
 - Memos
 - Faxes
 - Formal e-mails
5. Greeting
 - Introducing yourself
 - Giving personal details
 - Welcoming visitors
 - Making a phone call
 - Taking and leaving messages

Recommended reading

1. Glendinning, Eric H. e McEwan, John (2002). Oxford English for Information Technology, O. U. P. [ISBN 9780194573757]
2. Gore, Sylee e SMITH, David Gordon (2008). English for Socializing, O. U. P. [ISBN 0194579395]
3. Ashley, A (2008). Oxford Handbook of Commercial Correspondence, O: U. P. [ISBN 0194572064]
4. Cordell, Jane (2011). Cambridge Business English Activities, Cambridge University Press. [ISBN: 978-0-521-58734-1]
5. Doff, Adrian and Goldstein, Ben (2011). English Unlimited C1 Advanced Coursebook. Cambridge University Press. [ISBN: 978-0-521-14445-2]

Teaching and learning methods

Communicative methodology embraces all four language skills through speaking, reading, writing and listening, with a strong focus on practical component. With regard to extra activities students will work on a set of worksheets aimed to provide specific skills and build their confidence in using English.

Assessment methods

1. Continuous evaluation - (Regular, Student Worker) (Final)
 - Intermediate Written Test - 60% (Written exam)
 - Intermediate Written Test - 20% (Oral exam)
 - Intermediate Oral Test - 20%
2. Final Exam - (Regular, Student Worker) (Final, Supplementary, Special)
 - Final Written Exam - 70% (Final written exam)
 - Presentations - 30% (Final Oral Exam)
3. Incoming Students - (Regular, Student Worker) (Final, Supplementary, Special)
 - Final Written Exam - 70% (Final written exam)
 - Presentations - 30% (Final Oral Exam)

Language of instruction

English

Electronic validation

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29-10-2017	30-10-2017	09-12-2017	19-12-2017