

TECHNICAL ENGLISH

Code: 342017

Main Scientific Area: Business sciences

Lecturer: Belina Maria Macedo da Conceição

Language of Instruction: Portuguese

Regime: S1

Contact Hours: 30h Total Workload: 53h

ECTS: 3,0

Objectives

Communicate in English in a fast and efficient way;

Acquire and develop communication skills autonomously, allowing them to participate in several communication situations;

Develop students' reading, interpretation (listening and reading) and oral and written skills adapting them to the professional context;

Develop the students linguistic culture through the revision and consolidation of the English Language main structures in the lexical, grammatical and thematic levels;

Read and translate technical vocabulary, technical orientations, rules and other technical documents in the professional context.

Learning Outcomes

The intention of this subject is the development of several skills that can, ultimately, lead the student to be able to:

Speak fluently, spontaneously and effectively;

Write and translate clear, detailed and well-structured texts related to his/her learning area;

Demonstrate fundamental basics of language, that is, grammar, in order to achieve a more correct domain of it;

Demonstrate ability to use with clarity and correction the English Language in different contexts;

Present clear and detailed descriptions on subjects related to his/her learning area.

Course Contents

1. Technical vocabulary, in the English Language, in a professional context;

2. The world of work

- The new technologies;

- Customer service;

- Curriculum Vitae;

- Presentation and Application letter

3. Grammar

- Verb tenses (form and use);

- Building clear and correct sentences.

Recommended Bibliography

EASTWOOD, John (1999): Oxford Practice Grammar. UK: Oxford University Press.

MURPHY, Raymond (2007): Essential Grammar in Use (3rd edition). UK: Cambridge University Press.

BRIEGER, Nick POHL, Alison: Technical English, Vocabulary and Grammar. Summertown Publishing.

LAMBERT, Valerie MURRAY, Elaine: Everyday Technical English. Longman.

Learning and Teaching Methods

Nowadays, the knowledge of the English language is an added value in any area, so the syllabus aims to prepare students for its correct and current use in their professional routine.

The syllabus was designed to address the use of the English Language in order to efficiently communicate, namely in reading, writing and speaking.

The topics chosen show the diversity of topics which the students will face on their professional life.

Assessment Methods

Assessment is continuous and results from the sum of all activities. Throughout the semester, the acquired knowledge is assessed by performing one written test, contributing its average with 60% and an oral presentation, worth 20%. The remaining 20% represent: 10% the student's attendance and punctuality + 10% class written and oral works.

The working students must also perform one written test contributing its average with 82% and an oral presentation, worth 20%.

For both oral and written evaluation there is a minimum score of 7 out of 20.

Students who do the exam will have to take a written test that is worth 80% and an oral test worth 20%. In order to do the oral test, students must have a minimum score of 8 out of 20 in the written exam.