

## TECHNICAL ENGLISH

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Code: 343015

Main Scientific Area: Applied Languages

Lecturer: Susana Raquel Faria Ferreira

Language of Instruction: Portuguese

Regime: S1

Contact Hours: 30h Total Workload: 45h

ECTS: 3,0

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### **Objectives**

The objective of the course is for students to acquire the necessary grammar and vocabulary knowledge that will allow them to participate in class, developing their communication skills by discussing about various situations. Furthermore, students will develop their reading, listening and writing skills about specific areas that will be useful for their field of work, which later the students will put in use.

### **Learning Outcomes**

The intention of this course is the development of various skills that will permit the student to have the necessary skills to:

- speak fluently and effectively;
- write various texts (emails, letter of application) that is clear and well-structured, which will have a relation to their work field.
- demonstrate fundamental basics of the language, that is grammar, in order to achieve a more correct domain of it.
- demonstrate the ability to use with clarity and correction the various situations related to their area of work, using the English language;
- making and understanding comments.

### **Course Contents**

1. Emails
  - Informal Emails
  - Formal Emails
2. Letter of complaint
3. Letter of Application

#### 4. CV

#### **Recommended Bibliography**

- OXEDEN, Clive LATHAM-KOENIG Christina (2008): New English File, Intermediate (student's book).UK: Oxford University Press

- OXEDEN, Clive LATHAM-KOENIG Christina (2008): New English File, Upper- intermediate (student'sbook). UK: Oxford University Press

- COTTON David, FALVEY, David KENT, Simon (2007): Market Leader (student's book). Pearson Education Limited.

- COTTON David, FALVEY, David KENT, Simon (2010): Intermediate Market Leader (student's book). Pearson Education Limited.

#### **Learning and Teaching Methods**

Nowadays, knowing a language is essential in the world of work and personal use, especially if that language is the English language. That is why the aim of this syllabus is to prepare students to use the English language correctly and efficiently. The syllabus has the aim to address the use of the English language in order to efficiently communicate, starting with basic concepts of grammar and vocabulary to help read and analyze texts and listenings of various situations, which in return will help the students in their speaking (oral presentations).

#### **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 50%, one oral presentation worth 20% and 20% will be assigned to an individual assignment . The remaining 10% represent the student's attendance, punctuality and class work.

The working students must also perform one written test contributing its average 50% and one oral presentation, worth 25%. The rest of the 25% will be assigned to an individual assignment.

All evaluation moments are mandatory.Failure to perform one of the evaluation elements implies the failure of the subject in continuous assessment.

Students who do the exam will have to take a written test that is worth 80% and they will have to take an oral test worth 20%.