

Polytechnic Institute of Viseu

School of Technology and Management of Viseu

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| Course title | Technical English (for Accounting and Finance) | | |
| Scientific area | Languages | | |
| Teaching method | In this course unit, a variety of teaching methods will be used (e.g., group discussions, role-playing, multimedia presentations, case studies, ...) | | |
| Lecturers: | Susana Amante | Language of instruction | English |
| ECTS | 4 | Semester | Fall |
| Hours per week | 3 | Hours per semester | TP: 39 |
| Objectives of the course | By the end of the course, students should be able to: <ul style="list-style-type: none"> - Read, write and calculate numbers, fractions, decimals and percentages with ease and accuracy in English; - Understand technical terms related to accounting, financial analysis, corporate reporting and auditing; - Know and be able to read, interpret and write commercial documentation in English; - Expand their oral skills needed for clear and effective communication during telephone calls and oral presentations, especially when discussing financial matters (e.g., financial reports and financial statements in English). | | |
| Entry requirements | There aren't any. | | |
| Course contents | <ol style="list-style-type: none"> 1. Lead in into English in the financial environment <ul style="list-style-type: none"> - Reading strategies - Using a dictionary 2. Commercial documentation <ul style="list-style-type: none"> - Numbers and money matters - Business documents (e.g., formal letters, reports, invoices, agendas & minutes) & business telephone calls - Incoterms 3. English in the accounting, management and financial areas <ul style="list-style-type: none"> - Technical terms related to accounting, financial analysis, corporate reporting and auditing 4. Corporate financial reporting in English | | |
| Assessment methods | Students will be given the widest possible opportunities to use English for self-expression; they will learn it by using it as well as analysing it. Every lesson will include open-ended communication practice in which students are encouraged to express their own ideas and opinions, share and analyse information, solve problems and complete tasks in English. 1. Continuous Assessment: | | |

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| | <p>a) Written Tests (30% each)</p> <p>b) Written Assignment with Oral Presentation (10% + 30%)</p> <p>2. Final Assessment:</p> <p>a) Written Test (50%)</p> <p>b) Oral Exam (50%)</p> <p>The assessment methodology will ensure that students are evaluated through a combination of written and oral tasks, reflecting the focus on a holistic approach and the emphasis on learning by using and analysing English in various ways.</p> |
| <p>Recommended readings</p> | <p>Ashley, A. (2003). <i>A Handbook of Commercial Correspondence</i>. Oxford: Oxford University Press.</p> <p>Collins Cobuild (2013). <i>Key Words for Accounting</i>. HarperCollins Publishers.</p> <p>Frendo, E. and Mahoney, S. (2011). <i>English for Accounting</i>. Oxford: Oxford University Press.</p> <p>Hobbs, M. and Keddle, J. (2006). <i>Oxford English for Careers: Commerce 1</i>. Student's book. Oxford: Oxford University Press.</p> <p>Hobbs, M. and Keddle, J. (2007). <i>Oxford English for Careers: Commerce 2</i>. Student's book. Oxford: Oxford University Press.</p> <p>Law, J. (2016). <i>A Dictionary of Accounting (5th Edition)</i>. Oxford: Oxford University Press.</p> <p>Mackenzie, I. (2006). <i>Professional English in Use Finance</i>. Cambridge: Cambridge University Press.</p> <p>Prodromou, L. and Bellini, L. (2012). <i>Flash on English for Commerce</i>. Eli Publishing.</p> |
| <p>Additional information</p> | |