

Course unit title: BUSINESS SPANISH

Course unit code: 2-1-17

Type of course unit: compulsory

Level of course unit: first cycle

Year of study: 2st

Semester: 1st

Number of ECTS credits allocated: 3 ECTS

Name of lecturer: Instituto Cervantes

Objectives

Considering that language is one of the most important communication vehicles, one can state that Spanish is useful for personal professional development and projection. This is due to the fact that at international level, the role of the Spanish language has been increasing in importance during these last years, in part due to three factors:

The appearance of various emerging economies in Latin America;

The development of political and economic relationships, following the entry of Portugal and Spain into the European Union;

Spanish is a language spoken by more than 400 million people throughout the world.

It is in this context, and considering the growing exchanges between Portugal and Spain in investments and companies, that an increasing number of people find that the knowledge of Spanish is an extremely useful and necessary tool.

Learning outcomes of the course unit

With the completion of the Course, the student should be able to:

Acquire communication skills to understand spoken, written Spanish at the level referred to in the Quadro Europeu Comum de Referencia para as Linguas, Aprendizagem, Ensino, Avaliação (Common European Reference Chart for Languages, Learning, Teaching, Assessment);

Know the basic vocabulary of the language for daily and work use;

Communicate clearly and synthetically, using simple words and phrases;

Write short and synthetic texts, namely create a C.V., request information and prepare summarized company Projects.

Mode of delivery: face-to-face

Prerequisites and co-requisites: none

Recommended optional programme components: none

Course contents

1. Grammar
2. Business:
Business Activities
Travelling
The Curriculum Vitae, Job Application and Interviews
3. A Business Project

Planned learning activities and teaching methods: Theoretical-practical lessons

Assessment methods and criteria

- There is no register for presences in classroom;
- Each discipline will have the following assessment:
 - 1 Test in the classroom (20% weighted)
 - 1 or more group or individual work (30% weighted)
 - Participation /attendance (**10%** weighted)
 - 1 Assessment at end of Semester to be fixed in Calendar (**40%** weighted)

Should the student have a grade inferior to 8 (7.5) in the Assessment, he will immediately be given an EXAM.

Language of instruction: Spanish