



FACULTY OF BUSINESS
BACHELOR OF ACCOUNTING
LEARNING MODULE OUTLINE

Academic Year	2023/2024	Semester	1
Module Code	ENGL4111-411		
Learning Module	English for Professional Purpose I		
Pre-requisite(s)	Nil		
Medium of Instruction	English		
Credits	3	Contact Hours	45
Instructor	Dr. YOUNG MING YEE CARISSA	Email	myyoung@mpu.edu.mo
Office	Room M545 Meng Tak Building	Office Phone	8599-3349

MODULE DESCRIPTION

This module focuses on advanced reading and writing skills in business communications. It covers audience analysis, purpose, message, and gives students plenty of opportunities to compose memos, letters, and formal reports for a variety of work situations. Students will also learn how to proofread business documents to ensure that they are clear, correct, concise, complete, consistent and courteous.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

On completion of this learning module, students will be able to:

M1.	identify the target audience, genre, goal, etc. of professional English writings;
M2.	summarise published sources in concise and clear English without plagiarising;
M3.	compose effective CVs in applying for professional positions;
M4.	rewrite common professional English (e.g. in audit reports) in plain English for lay audience;
M5.	select and reorganise key content points in business texts using reading skills; and
M6.	evaluate, proofread and edit business writings for higher accuracy and clarity.



These ILOs aims to enable students to attain the following Programme Intended Learning Outcomes (PILOs):

PILOs	M1	M2	M3	M4	M5	M6
P1. Integrate the contemporary theories, principles of accounting and business disciplines relevant to general business practice.						
P2. Assess general business scenarios with mathematical and statistical skills.						
P3. Apply critical thinking and logical analysis skills and techniques to solve business problems.						
P4. Interpret and analyze accounting information for internal control, planning, performance evaluation, and coordination to continuously improve business process.	✓	✓		✓	✓	✓
P5. Apply accounting or business software for business analysis.						
P6. Develop queries to assess management information from database to improve efficiency and effectiveness.						
P7. Synthesize the latest requirement of international accounting and auditing standards in preparing financial statements and auditing reports.						
P8. Utilize appropriate written and spoken forms to communicate effectively with stakeholders in various cultural environments.	✓	✓	✓	✓	✓	✓
P9. Recommend an appropriate module of action by ethically examining the economic, environmental, political, legal and regulatory contexts of global business practice.		✓		✓	✓	
P10. Utilize the latest empirical findings and academic studies to support the recommendation of business projects.						

MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1	Preliminaries: Recap of English for Business 1. Stages of Professional English Writing <ul style="list-style-type: none"> Reading: Professional focus business writing for accountants Reading skills: <ul style="list-style-type: none"> - Taking notes while reading - Identifying genre, style, tone, etc. Writing skills: The stages of effective professional writing • Pre-test 	3.0
2-3	2. Use of Published Sources in Writing <ul style="list-style-type: none"> Reading: Journal article on business students' understanding of plagiarism Writing skills: Summarising without plagiarising <ul style="list-style-type: none"> - Definition of plagiarism - Quoting, paraphrasing, summarising - Citing sources in professional writing: APA style etc. • Practice: Writing 1-sentence summaries, in-text citations and references 	6.0



4-5	3. English Writing for Job Applications <ul style="list-style-type: none"> • Reading: Job advertisements and documents for job applications • Reading skills: Audience analysis • Writing skills: Writing a curriculum vitae (CV)/ résumé <ul style="list-style-type: none"> - CV vs job application form - Writing a professional summary statement - Showing qualifications and achievements - Writing contact addresses and referee information • Practice: Writing different parts of a CV in standard format • Writing Assignment 1: CV for professional positions (Deadline: 5 Oct) • Quiz 1 (21 Sep) 	6.0
6-8	4. Plain English for Professional Purposes <ul style="list-style-type: none"> • Reading: The SEC Plain English Handbook, Plain English examples and sample analyses, Federal plain language guidelines • Reading skills: Identifying formal vs. informal English, jargon, audiences • Writing skills: Writing in plain English <ul style="list-style-type: none"> - Reorganising documents - Writing clear, concise, and comprehensible sentences - Using suitable layout for reports, summaries, etc. • Practice: Analysing and rewriting documents in plain English for lay audience • Writing Assignment 2: Summary of professional writings (Deadline: 9 Nov) • Review 1 	9.0
9	Midterm Exam (19 Oct) Reading comprehension and summary writing (Topics 1-4) • Feedback on Writing Assignment 1	3.0
10-11	5. Summarising figures and charts <ul style="list-style-type: none"> • Reading: Job automation • Reading skills: Identifying key information in charts and tables • Writing skills: Summarising figures in business writing <ul style="list-style-type: none"> - Describing charts/ tables clearly - Evaluating, proofreading and editing • Practice: Summarising figures and charts in plain English 	6.0
12-13	6. Summarising two or more documents <ul style="list-style-type: none"> • Reading: European Union's 'tax havens' blacklist, Is Macau a tax haven? • Reading skills: <ul style="list-style-type: none"> - Elements of news reports - Identifying Legal English - Comparing ideas in documents • Writing skills: Rewriting legal English in plain English for lay audience <ul style="list-style-type: none"> - Writing clearly in short paragraphs - Using headings and lists in summaries • Practice: Summarising two or more documents • Quiz 2 (16 Nov) 	6.0
14	• Feedback on Writing Assignment 2 • Review 2 • Post-test	3.0
	Final Exam Reading comprehension and summary writing (Topics 1-6)	3.0
TOTAL		45.0



TEACHING AND LEARNING ACTIVITIES

In this learning module, students will work towards attaining the ILOs through the following teaching and learning activities:

Teaching and Learning Activities	M1	M2	M3	M4	M5	M6
T1. Lectures Students actively participate in interactive lectures that introduce, model and illustrate the notion of the writing process, using plain English to summarise published sources without plagiarising, writing CVs for job application, and proofreading writings professionally.	✓	✓	✓	✓	✓	
T2. Reading and writing tasks Students practise a variety of reading and summary writing processes both as collaborative class activities and homework assignments which are essential to the production of well-formed texts.	✓	✓	✓	✓	✓	✓
T3. Feedback on writing Students evaluate their peers' work through in-class peer review activities to improve accuracy and clarity of drafts.		✓		✓		✓
T4. Reviews Students reflect on their learning progress and set goals for their writing success through self-assessment tasks in the middle and at the end of the semester.	✓			✓	✓	✓

ATTENDANCE

Attendance requirements are governed by the Academic Regulations Governing Bachelor's Degree Programmes of the Macao Polytechnic University. Students who do not meet the attendance requirements for the learning module shall be awarded an 'F' grade.

ASSESSMENT

In this learning module, students are required to complete the following assessment activities:

Assessment Activities	Weighting (%)	ILOs to be Assessed
A1. Writing Assignment 1 CV for professional positions	10	M1, M2, M3, M6
A2. Writing Assignment 2 Summary of professional writings	10	M1, M2, M4, M5, M6
A3. Class Participation Active participation in lectures, discussions, and various reading and writing tasks	10	M1, M2, M3, M4, M5, M6
A4. Quizzes 2 x In-class reading and summary writing quizzes	10	M1, M2, M4, M5, M6
A5. Midterm Exam 1.5-hour exam on reading and summary writing (Topics 1-4)	20	M1, M2, M3, M4, M5, M6
A6. Final Exam 3-hour exam on reading and summary writing (Topics 1-6)	40	M1, M2, M3, M4, M5, M6
TOTAL:	100	



The assessment will be conducted following the University's Assessment Strategy (see www.mpu.edu.mo/teaching_learning/en/assessment_strategy.php). Passing this learning module indicates that students will have attained the ILOs of this learning module and thus acquired its credits.

MARKING SCHEME

Grade (%) Assessment Activities	A (93-100), A- (88-92) Excellent	B+ (83-87) Very Good	B (78-82), B- (73-77) Good	C+ (68-72), C (63-67), C- (58-62) Satisfactory	D+ (53-57), D (50-52) Pass	F (0-49) Fail
A1. Writing Assignment 1	Strong evidence of original thinking; audience-centred, good organisation, extensive knowledge of CV writing; error free content	Evidence of original thinking; audience-centred, organised, extensive knowledge of CV writing; minor spelling or grammar errors	Evidence of original thinking; organised CV with occasional spelling or grammar errors; might not be audience-centred	Conformed to CV format; some errors with organisation, spelling or grammar; content might not be audience-centred	Conformed to CV format; errors with organisation, spelling or grammar; content might not be original or audience-centred	Little evidence of familiarity with CV format; many errors with organisation, tone, style, spelling or grammar
A2. Writing Assignment 2	All main ideas are summarised and linked logically and grammatically in appropriate tone and style for the intended audience	Almost all main ideas are summarised and linked logically and grammatically in appropriate tone and style for the intended audience	Main ideas are summarised. May have minor errors in logical connection, grammar, tone or style	Main ideas are summarised and linked logically. Some errors in tone, style, sentence structure or paragraphing	Ideas are summarised with errors in tone, style, sentence structure that affect comprehension. Some plagiarised content	Main ideas are plagiarised or not identified; frequent errors that disrupt comprehension
A3. Class Participation	Attend all classes on time. Active participation takes place in all in-class activities	Attend almost all classes and be punctual. Participation takes place in almost all in-class activities	Attend classes, but not always punctual. Participation takes place in most in-class activities	Attend about 80% of classes, not punctual. Participation takes place in some in-class activities	Attend 70% of classes but not punctual. Participate in some in-class activities	Attend less than 70% of classes. Poor punctuality. Not involved in in-class activities
A4. Quizzes	Strong evidence of comprehension of the text; all main ideas are summarised	Evidence of comprehension of the text; most main ideas are summarised	Comprehension of the text; ideas summarised accurately	Text is read but not fully comprehended; some ideas not summarised	Text is not fully comprehended; grammar or spelling errors in summary	Task missed/ No evidence of comprehension. Missing ideas and errors in summary
A5. Midterm Exam	Full comprehension of the text; all main ideas are logically and grammatically summarised	Comprehension of the text; most main ideas are logically and grammatically summarised	Comprehension of the text; ideas are summarised; minor errors in language	Text comprehended; errors with logic or language in summary	Text is not fully comprehended; grammar or spelling errors in summary	Poor comprehension of text; missing or copied ideas with errors in summary



A6. Final Exam	Strong evidence of knowledge of the subject. Full comprehension of the texts; all main ideas are summarised logically and grammatically	Good evidence of knowledge of the subject. evidence of knowledge of the subject. Comprehension of the texts; main ideas are summarised logically and grammatically	Comprehension of the texts; ideas are mostly logically and grammatically summarised	Texts comprehended; spelling or grammar errors in summaries	Texts not fully comprehended; grammar or spelling errors in summaries	Poor comprehension of texts; missing or copied ideas with frequent language errors in summaries
---------------------------	---	--	---	---	---	---

REQUIRED READINGS

There is no prescribed textbook. All materials will be provided as handouts. Links to copyrighted materials are available at the module website <http://canvas.mpu.edu.mo/> for student's personal reference.

REFERENCES

- Module website (integrated with Turnitin): <http://canvas.mpu.edu.mo/>
- Cambridge Dictionary (with pronunciation) <https://dictionary.cambridge.org/>
- Purdue Online Writing Lab http://owl.purdue.edu/owl/purdue_owl.html
- Writing Guide for Accounting Students <http://www.accounting.com/resources/writing-guide/>

STUDENT FEEDBACK

At the end of every semester, students are invited to provide feedback on the learning module and the teaching arrangement through questionnaires. Your feedback is valuable for instructors to enhance the module and its delivery for future students. The instructor and programme coordinators will consider all feedback and respond with actions formally in the annual programme review.

ACADEMIC INTEGRITY

The Macao Polytechnic University requires students to have full commitment to academic integrity when engaging in research and academic activities. Violations of academic integrity, which include but are not limited to plagiarism, collusion, fabrication or falsification, repeated use of assignments and cheating in examinations, are considered as serious academic offenses and may lead to disciplinary actions. Students should read the relevant regulations and guidelines in the Student Handbook which is distributed upon the admission into the University, a copy of which can also be found at www.mpu.edu.mo/student_handbook/.