FACULTY OF BUSINESS

BACHELOR OF ACCOUNTING
LEARNING MODULE OUTLINE

Academic Year	2023 / 2024	Semester	2
Module Code	ENGL2102-22E		
Learning Module	English IV		
Pre-requisite(s)	Nil		
Medium of Instruction	English		
Credits	3	Contact Hours	45 hours
Instructor	Wendy Chiang In Wa	Email	t0996@mpu.edu.mo
Office	---	Office Phone	---

MODULE DESCRIPTION

This is the second of the two intermediate English learning modules. The learning module aims to provide students with the grounding in English necessary in business environments, both social and workplace settings. It will further develop students' use of the four language skills (speaking, listening, reading, and writing) with substantial emphasis being placed on reading and writing skills for business correspondence. The integration of authentic materials also enhances the usefulness of the learning module. It also prepares students for Upper-intermediate level courses.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

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

M1.	understand spoken English on business topics covered in the module outline and answer factual questions accurately on what they have heard
M2.	speak spontaneously on business topics and deliver short business presentations in pair/group
M3.	develop various skills such as skimming and scanning to read business topics covered in the module outline, and accurately answer questions on what they have read
M4.	demonstrate the ability to use vocabulary and grammar skills reviewed and practiced in both spoken and written business contexts covered in the module outline
M5.	write short reports and formal business letters on topics covered in the module outline

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

PILOs (Bachelor of Accounting)	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 environment.	✓	✓	✓	✓	✓	✓
P9. Recommend an appropriate course 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
1-3	**1 Finance (Unit 8)** 1.1 Module introduction and warm-up activities 1.2 Keynotes: The bottom line 1.3 Preview, Listening & Speaking: The Profit and Loss Account 1.4 Listening: Creative accounting 1.5 Reading, Speaking & Vocabulary: Corporate governance: *Europe's Enron* 1.6 Language check: Adjectives and adverbs 1.7 Career Skills & Listening: Referring to visuals 1.8 Dilemma & Decision: Counting the costs 1.9 **Writing Workshop 1: Short report** 1.10 **Writing Assignment 1: Short report** (Textbook p.74, Style Guide p.26-27) (Submission Deadline: Feb 1)	7.5 hours

3-5	**2 Recruitment (Unit 9)** 2.1 Keynotes: Hiring for the future 2.2 Preview, Listening & Speaking: The application process 2.3 Reading, Speaking & Vocabulary: Speed hiring: *A full house* 2.4 Vocabulary: Word-building 2.5 Language check: Relative pronouns 2.6 Listening: The Curriculum Vitae (CV) 2.7 Career skills & Speaking: Smalltalk 2.8 Dilemma & Decision: The Bellagio interview (optional) 2.9 ***In-class Reading Test 1: Unit 9*** *(Feb 1)*	6 hours
5-7	**3 Counterfeiting (Unit 10)** 3.1 Keynotes: The globalisation of deceit 3.2 Preview & Listening: The universal crime? 3.3 Reading: Copyright infringement: *Imitating property is theft* 3.4 Vocabulary: Counterfeiting; Prefixes 3.5 Language check: Conditionals 1-3 3.6 Listening & Speaking: The music industry 3.7 Career skills: Giving reasons 3.8 Dilemma & Decision: The Golden Couple (optional) 3.9 ***In-class Reading Test 2 – Unit 10*** *(Feb 29)*	6 hours
	Midterm Exam Revision: Units 8-10 (Review 3 & 4)	1.5 hours
8	***Midterm Exam (Units 8-10)*** (**Session 1: Mar 7**)	1.5 hours
8-10	**4 Communication (Unit 13)** 4.1 Keynotes: Messaging meltdown 4.2 Preview: Let's communicate 4.3 Reading, Speaking & Vocabulary: Information overload: Coping with 'infoglut' 4.4 Listening: Using email effectively 4.5 Language check: Reported speech 4.6 Career skills & Listening: Summarising 4.7 Dilemma & Decision: Spinning the truth 4.8 **Writing Workshop 2: Formal Business Letter** 4.9 **Writing Assignment 2: Formal Business Letter** (Textbook p.118, Style Guide p.16-17) (Submission Deadline: Mar 28)	6 hours
10-11	**5 Markets (Unit 11)** 5.1 Keynotes: The people's company 5.2 Preview: Types of markets 5.3 Reading: The electronic markets: *Going, going, gone?* 5.4 Vocabulary: Online business; Compound nouns	4.5 hours

	5.5 Language check: Gerunds and infinitives 5.6 Career skills & listening: Making & responding to offers 5.7 Listening: The selling process 5.8 Dilemma & Decision: Closing the deal (optional)		
12-13	**6 Logistics (Unit 14)** 6.1 Keynotes: The invisible industry 6.2 Preview: Demand and supply 6.3 Reading: Retail logistics: *The best thing since the barcode* 6.4 Vocabulary: Supply chain management; Compound nouns; Word-building 6.5 Listening & Speaking: The smart tag press conference 6.6 Language check: Passives 6.7 Career skills & Listening: Dealing with questions 6.8 Dilemma & Decision: Is grey the new black? (optional)	4.5 hours	
	Final Exam Revision: Units 11, 13, 14 (Review 4 & 5)	1.5 hours	
14	*Listening Assessment* (**Session 1:** Apr 18) *Speaking Assessment* (**Session 1 & 2:** Apr 18)	3 hours	
15	**Final Exam (Units 8-11, 13-14)**	3 hours	

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
T1. Lectures	✓	✓	✓	✓	✓
T2. Writing and speaking workshops		✓			✓
T3. Group and pair discussions	✓	✓			
T4. In-class reading and listening	✓		✓		
T5. Self-accessed online learning of grammar and vocabulary				✓	

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. Class participation	10 %	M1, M3, M4, M5
A2. Writing assignments	10 %	M6
A3. Online quizzes	5 %	M4, M5
A4. Reading tests	5 %	M3
A5. Listening Assessment	5 %	M1
A6. Speaking Assessment	5 %	M2
A7. Midterm Exam	20 %	M1, M3, M4, M5
A8. Final Exam	40 %	M3, M4, M5, M6

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

The MPU Assessment Criteria and Grading is adopted for this module. Students are assessed against the following Assessment Activities (A1-A8) and criteria of what students need to do and how well they do it to merit a particular grade.

Assessment Activities	Criteria	A (93-100) A- (88-92)	B+ (83-87)	B (78-82) B- (73-77)	C+ (68-72) C (63-67) C- (58-62)	D+ (53-57) D (50-52)	F (0-49)
A1. Class participation	Punctuality, discipline, active participation in oral tasks/short presentations/ various in-class tasks	Excellent	Very good	Good	Satisfactory	Pass	Fail
A2. Writing assignments	Demonstrate ability to write business writings: memo & press release	Excellent	Very good	Good	Satisfactory	Pass	Fail
A3. Online quizzes	Demonstrate ability to answer questions in six online quizzes	Excellent	Very good	Good	Satisfactory	Pass	Fail
A4. Reading tests	Demonstrate ability to answer questions in three in-class reading tests	Excellent	Very good	Good	Satisfactory	Pass	Fail
A5. Listening Assessment	Demonstrate ability to answer questions in listening test on unheard business talk/interview	Excellent	Very good	Good	Satisfactory	Pass	Fail
A6. Speaking Assessment	Demonstrate ability to give individual presentation using visual aids	Excellent	Very good	Good	Satisfactory	Pass	Fail
A7. Midterm Exam A8. Final Exam	Demonstrate ability to answer questions on topics covered in the outline	Excellent	Very good	Good	Satisfactory	Pass	Fail

REQUIRED READINGS

Textbook Trappe, T. & Tullis, G. (2018). *Intelligent Business Coursebook: Intermediate Business English (with Audio CD).* Pearson.

REFERENCES
Websites
- Module website (integrated with ***Turnitin***): *ENGL2102 (*http://canvas.mpu.edu.mo/)
- Textbook companion website: *Intelligent Business*. http://www.intelligent-business.org/
- *The Economist*: http://www.economist.com/
- *Cambridge English Dictionary*: https://dictionary.cambridge.org/dictionary/english/
- *Macmillan Dictionary* (with pronunciation): http://www.macmillandictionary.com

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/.