FACULTY OF BUSINESS
BACHELOR OF ACCOUNTING

LEARNING MODULE OUTLINE

Academic Year	2024/2025	Semester	2
Module Code	ENGL4112-421		
Learning Module	English for Professional Purpose II		
Pre-requisite(s)	Nil		
Medium of Instruction	English		
Credits	3	Contact Hours	45
Instructor	Dr. Carissa Young	Email	myyoung@mpu.edu.mo
Office	Room M545 Meng Tak Building, Main Campus	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 phonetic characteristics of English to avoid common pronunciation errors;
M2.	use business speaking skills to communicate politely at conferences and meetings;
M3.	communicate effectively with non-professional audiences using video CVs for job applications;
M4.	interview and be interviewed in professional employment situations;
M5.	organise key content points and use visuals to support business presentations; and
M6.	use listening and speaking skills to ask and answer answer questions at the advanced level.

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 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
1-2 9, 16 Jan	1. **The Sounds of English** - The consonant and vowels of English - International Phonetic Alphabets - Common pronunciation problems - Accuracy vs fluency - Concept of connected speech - Practice: Recorded speech	6.0
3-5 23 Jan 13, 20 Feb	2. **Employment Communication** - Job interview process: Individual and group interviews - Language of job interviewers and interviewees - Listening: Preparing Video CVs for job applications - Speaking: Role-play of job interviews - **Speaking Assignment 1: Video CV** (Deadline: 13 Mar)	9.0

6 27 Feb	**3. Speaking Skills in a Business Context** - Self and third-party introductions - Formal introductions: etiquette rules - Formal introduction of visitor/ conference speaker - Formal vs informal spoken English - Practice: Recorded conversations - **Quiz 1** - **Review 1**	3.0
7 6 Mar	**Midterm Exam:** Listening comprehension and speaking (Topics 1-3)	1.5
7-9 13, 20, 27 Mar	**4. Language in meetings** - Agenda and minutes writing - Language use at meeting - Roles of chairperson, participant, secretary - Negotiating at meetings - Team meeting skills - Listening: Participating in a meeting - Practice: Mock meetings - **Teacher and Peer Feedback on Speaking Assignment 1**	7.5
10-12 3, 10, 17 Apr	**5. Business Presentations and Panel Discussions** - Listening skills: Rhetorical techniques: emphases and review - Demonstrations of famous business presenters - Structure of effective business presentations - Delivery skills: Presentation, panel discussion, Q & A session - Effective use of visuals - Practice: Recorded business presentations - **Speaking Assignment 2: Business Presentation with visuals** (17 Apr) - **Teacher and Peer Feedback on Speaking Assignment 2**	12.0
13 24 Apr	**Review 2** **Quiz 2**	3.0
14	**Final Exam:** Listening comprehension and speaking (Topics 1-5)	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 English sound system, using English in the correct tone to communicate at conferences, meetings and job interviews, and presenting ideas at business settings.	✓	✓	✓	✓	✓	✓

T2. **Speaking and Listening tasks** Students practise a variety of speaking and listening processes both as collaborative class activities and homework assignments which are essential to the production of well-formed speeches.	✓	✓	✓	✓	✓	✓	
T3. **Feedback on speaking** Students evaluate their peers' work through in-class peer review activities to improve accuracy and clarity of speeches.			✓		✓		
T4. **Reviews** Students reflect on their learning progress and set goals for their speaking and listening 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. **Speaking Assignment 1** Video CV for professional positions	10	M1, M3, M4
A2. **Speaking Assignment 2** Business presentation with visuals	10	M1, M2, 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 listening quizzes	10	M1, M2, M4, M6
A5. **Midterm Exam** 1.5-hour exam on listening and speaking (Topics 1-3)	20	M1, M2, M3, M4, M6
A6. **Final Exam** 3-hour exam on listening and speaking (Topics 1-5)	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. **Speaking** **Assignment 1**	Strong evidence of original thinking; audience-centred, good organisation, error free pronunciation, excellent filming skills in video CV	Evidence of original thinking; audience-centred, organised, minor errors in pronunciation and grammar, good filming skills in video CV	Evidence of original thinking; organised video CV with occasional pronunciation or grammar errors	Some errors in organisation, pronunciation or grammar; problems with content or filming skills in video CV	Errors in organisation, pronunciation or grammar; problems with filming skills in video CV	Little evidence of familiarity with video CV format; many errors with organisation, tone, style, pronunciation or grammar
A2. **Speaking** **Assignment 2**	Fluent, cohesive, easy to follow talk; relevant to the topic; well-organised original ideas; fluent and accurate; excellent use of visuals	Mostly error-free speech; minor problems with relevance, organisation, fluency or accuracy; good use of visuals	Occasional errors with relevance, organisation, fluency or accuracy; minor problems with speech delivery skills/ use of visuals	Some errors with relevance, organisation or accuracy; clear hesitation or pauses; problems in delivery skills and visual use	Off topic; errors with relevance, organisation, fluency or accuracy that cause strain on listeners; hesitation or pauses; problems in visual use	Task missed/ off topic; unorganised speech with long pauses or hesitation; no visual aid
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 audio	Evidence of comprehension of the audio	Comprehension of the audio	Listening without full comprehension of the audio	Audio not comprehended	Task missed/ No evidence of listening comprehension.
A5. **Midterm** **Exam**	Full comprehension of the audio; evidence of effective oral communication	Comprehension of the audio; good oral communication	Comprehension of the audio; moderate oral communication	Listening without full comprehension of the audio; some errors in speech	Audio not understood; many errors in speaking	Poor listening skills; many errors in speaking
A6. **Final Exam**	Strong evidence of knowledge of the subject. Full comprehension of the audio; fluent and accurate speech; excellent use of visuals	Good evidence of knowledge of the subject; comprehension of the audio; clear speech; good use of visuals	Comprehension of the audio; minor problems with speech delivery skills/ use of visuals	Audio not fully comprehended; some errors with organisation, delivery skills in speech; some problems with visual use	Audio not comprehended; lack fluency or accuracy in speech; problems in visual use	Poor comprehension of audio; unorganised speech; poor delivery skills; no visual aid

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/
- Beebe, S. A. & Beebe, S. J. (2021). Public speaking: an audience-centered approach (11th ed.). Pearson.
- Hughes, J. & Naunton, J. (2017). Business Result (2nd ed.). Oxford University Press.
- Verderber, R. F. et.al. (2017). The challenge of effective speaking in a digital age. (17th ed.). Cengage Learning.

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/.