



FACULTY OF BUSINESS
BACHELOR OF ACCOUNTING

LEARNING MODULE OUTLINE

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|-----------------------|------------------------------------|---------------|--------------------|
| Academic Year | 2025/2026 | 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. Carissa Young | Email | myyoung@mpu.edu.mo |
| Office | M545 Meng Tak Bldg, Main Campus | Office Phone | 8599-3349 |

MODULE DESCRIPTION

This module focuses on advanced reading and writing skills in professional communications. It gives students opportunities to compose CVs for job applications, and summarise published sources without plagiarising. Through interactive teaching and learning activities, it allows students to rewrite and proofread business documents to ensure that they are clear, accurate and suitable for the target readership.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

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

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|-----|--|
| 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 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 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 28 Aug | 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 4 Sep 11 Sep | 2. Use of Published Sources in Writing <ul style="list-style-type: none"> Reading: Examples of summaries and extracts of journal articles Reading skills: identifying cases 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 | 6.0 |



| | | |
|----------------------------------|--|-------------|
| 4-5 18 Sep 25 Sep | 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"> - Identifying CV, job application form and cover letter - Writing a professional summary statement - Showing qualifications and achievements in a CV - Writing contact addresses and referee information • Writing Assignment 1: CV for professional positions (Deadline: 9 Oct) • Quiz 1 (Date: 25 Sep) | 6.0 |
| 6-8 9 Oct 16 Oct 23 Oct | 4. Plain English for Professional Purposes <ul style="list-style-type: none"> • Reading: Plain English examples and sample analyses • Reading skills: Identifying formal vs. informal English, jargon, audiences • Writing skills: 8 tips on plain English writing <ul style="list-style-type: none"> - Writing clear, concise, and comprehensible sentences - Rewriting documents in plain English for lay audience • Writing Assignment 2: Summary of professional writings (Deadline: 6 Nov) • Review 1 | 9.0 |
| 9 30 Oct | Midterm Test Reading comprehension and summary writing (Topics 1-4) • Feedback on Writing Assignment 1 | 3.0 |
| 10-11 6 Nov 13 Nov | 5. Summarising figures and charts <ul style="list-style-type: none"> • Reading: Extract of a professional article with charts and tables • 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 20 Nov 27 Nov | 6. Summarising two or more documents <ul style="list-style-type: none"> • Reading: Examples of two professional articles with legal terms • Reading skills: <ul style="list-style-type: none"> - 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 (Date: 27 Nov) | 6.0 |
| 14 TBA | • Feedback on Writing Assignment 2 • Review 2 • Post-test | 3.0 |
| 15 TBA | 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. | ✓ | | | ✓ | ✓ | ✓ |

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 (AAs):

| Assessment Activities | Weighting (%) | ILOs to be Assessed |
|--|---------------|------------------------|
| A1. Class Participation Active participation in lectures, discussions, and various reading and writing tasks | 10 | M1, M2, M3, M4, M5, M6 |
| A2. Quizzes In-class reading and summary writing quizzes | 10 | M1, M2, M4, M5, M6 |
| A3. Reading and Writing Assignments CV for professional positions; Summary of professional writings | 20 | M1, M2, M3, M4, M5, M6 |
| A4. Midterm Test 1.5-hour test on reading and summary writing (Topics 1-4) | 20 | M1, M2, M3, M4, M5, M6 |
| A5. 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

| AA | Criteria | Excellent (A, A-) 88-100 | Very Good, Good (B+, B, B-) 73 - 87 | Satisfactory (C+, C, C-) 58 - 72 | Pass (D+, D) 50 - 57 | Fail (F) 0 – 49 |
|----|---|--------------------------------|---|--|----------------------------|-----------------------------------|
| A1 | Demonstrate the understanding of the subject and show active participation in various learning activities | High | Significant | Moderate | Basic | Not even reaching marginal levels |
| A2 | Demonstrate the ability to select key points in professional writings and answer questions | High | Significant | Moderate | Basic | Not even reaching marginal levels |
| A3 | Demonstrate the understanding of the subject and produce articulate and organized professional writings | High | Significant | Moderate | Basic | Not even reaching marginal levels |
| A4 | Demonstrate the ability to identify and apply appropriate concepts, methods and techniques covered in the module | High | Significant | Moderate | Basic | Not even reaching marginal levels |
| A5 | Demonstrate the ability to identify and apply appropriate concepts, methods and techniques covered in the module | High | Significant | Moderate | Basic | Not even reaching marginal levels |

REQUIRED READINGS

There is no prescribed textbook. All materials will be provided as handouts.

REFERENCES

- Module website (integrated with Turnitin): <http://canvas.mpu.edu.mo/>
- Cambridge Dictionary (with pronunciation demos) <https://dictionary.cambridge.org/>
- 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/.