



**FACULTY OF BUSINESS**  
**BACHELOR OF ACCOUNTING**

**LEARNING MODULE OUTLINE**

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
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**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:

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	<p><b>Preliminaries: Recap of English for Business</b></p> <p><b>1. Stages of Professional English Writing</b></p> <ul style="list-style-type: none"> <li>• Reading: Professional focus business writing for accountants Reading skills: - Taking notes while reading - Identifying genre, style, tone, etc.</li> <li>• Writing skills: The stages of effective professional writing</li> <li>• <b>Pre-test</b></li> </ul>	3.0
2-3 4 Sep 11 Sep	<p><b>2. Use of Published Sources in Writing</b></p> <ul style="list-style-type: none"> <li>• Reading: Examples of summaries and extracts of journal articles Reading skills: identifying cases of plagiarism</li> <li>• Writing skills: Summarising without plagiarising - Definition of plagiarism - Quoting, paraphrasing, summarising - Citing sources in professional writing: APA style</li> </ul>	6.0



4-5 18 Sep 25 Sep	<b>3. English Writing for Job Applications</b> <ul style="list-style-type: none"> <li>• Reading: Job advertisements and documents for job applications</li> <li>• Reading skills: Audience analysis</li> <li>• Writing skills: Writing a curriculum vitae (CV)/ résumé <ul style="list-style-type: none"> <li>- Identifying CV, job application form and cover letter</li> <li>- Writing a professional summary statement</li> <li>- Showing qualifications and achievements in a CV</li> <li>- Writing contact addresses and referee information</li> </ul> </li> <li>• <b>Writing Assignment 1:</b> CV for professional positions (Deadline: 9 Oct)</li> <li>• <b>Quiz 1</b> (Date: 25 Sep)</li> </ul>	6.0
6-8 9 Oct 16 Oct 23 Oct	<b>4. Plain English for Professional Purposes</b> <ul style="list-style-type: none"> <li>• Reading: Plain English examples and sample analyses</li> <li>• Reading skills: Identifying formal vs. informal English, jargon, audiences</li> <li>• Writing skills: 8 tips on plain English writing <ul style="list-style-type: none"> <li>- Writing clear, concise, and comprehensible sentences</li> <li>- Rewriting documents in plain English for lay audience</li> </ul> </li> <li>• <b>Writing Assignment 2:</b> Summary of professional writings (Deadline: 6 Nov)</li> <li>• <b>Review 1</b></li> </ul>	9.0
9 30 Oct	<b>Midterm Test</b> Reading comprehension and summary writing (Topics 1-4) <ul style="list-style-type: none"> <li>• <b>Feedback on Writing Assignment 1</b></li> </ul>	3.0
10-11 6 Nov 13 Nov	<b>5. Summarising figures and charts</b> <ul style="list-style-type: none"> <li>• Reading: Extract of a professional article with charts and tables</li> <li>• Reading skills: Identifying key information in charts and tables</li> <li>• Writing skills: Summarising figures in business writing <ul style="list-style-type: none"> <li>- Describing charts/ tables clearly</li> <li>- Evaluating, proofreading and editing</li> </ul> </li> <li>• Practice: Summarising figures and charts in plain English</li> </ul>	6.0
12-13 20 Nov 27 Nov	<b>6. Summarising two or more documents</b> <ul style="list-style-type: none"> <li>• Reading: Examples of two professional articles with legal terms</li> <li>• Reading skills: <ul style="list-style-type: none"> <li>- Identifying legal English</li> <li>- Comparing ideas in documents</li> </ul> </li> <li>• Writing skills: Rewriting legal English in plain English for lay audience <ul style="list-style-type: none"> <li>- Writing clearly in short paragraphs</li> <li>- Using headings and lists in summaries</li> </ul> </li> <li>• Practice: Summarising two or more documents</li> <li>• <b>Quiz 2</b> (Date: 27 Nov)</li> </ul>	6.0
14 TBA	<ul style="list-style-type: none"> <li>• <b>Feedback on Writing Assignment 2</b></li> <li>• <b>Review 2</b></li> <li>• <b>Post-test</b></li> </ul>	3.0
15 TBA	<b>Final Exam</b> Reading comprehension and summary writing (Topics 1-6)	3.0
<b>TOTAL</b>		<b>45.0</b>



## 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
<b>T1. Lectures</b> 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.	✓	✓	✓	✓	✓	
<b>T2. Reading and writing tasks</b> 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.	✓	✓	✓	✓	✓	✓
<b>T3. Feedback on writing</b> Students evaluate their peers' work through in-class peer review activities to improve accuracy and clarity of drafts.		✓		✓		✓
<b>T4. Reviews</b> 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
<b>A1. Class Participation</b> Active participation in lectures, discussions, and various reading and writing tasks	10	M1, M2, M3, M4, M5, M6
<b>A2. Quizzes</b> In-class reading and summary writing quizzes	10	M1, M2, M4, M5, M6
<b>A3. Reading and Writing Assignments</b> CV for professional positions; Summary of professional writings	20	M1, M2, M3, M4, M5, M6
<b>A4. Midterm Test</b> 1.5-hour test on reading and summary writing (Topics 1-4)	20	M1, M2, M3, M4, M5, M6
<b>A5. Final Exam</b> 3-hour exam on reading and summary writing (Topics 1-6)	40	M1, M2, M3, M4, M5, M6
<b>TOTAL:</b>	<b>100</b>	



The assessment will be conducted following the University's Assessment Strategy (see [www.mpu.edu.mo/teaching\\_learning/en/assessment\\_strategy.php](http://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 <b>understanding</b> of the subject and show active participation in various learning activities	High	Significant	Moderate	Basic	Not even reaching marginal levels
A2	Demonstrate the <b>ability</b> to select key points in professional writings and answer questions	High	Significant	Moderate	Basic	Not even reaching marginal levels
A3	Demonstrate the <b>understanding</b> of the subject and produce <b>articulate</b> and <b>organized</b> professional writings	High	Significant	Moderate	Basic	Not even reaching marginal levels
A4	Demonstrate the <b>ability</b> to <b>identify</b> and <b>apply</b> appropriate concepts, methods and techniques covered in the module	High	Significant	Moderate	Basic	Not even reaching marginal levels
A5	Demonstrate the <b>ability</b> to <b>identify</b> and <b>apply</b> 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/](http://www.mpu.edu.mo/student_handbook/).