



**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

**BACHELOR OF SOCIAL SCIENCES IN PUBLIC ADMINISTRATION**

**LEARNING MODULE OUTLINE**

Academic Year	2023/2024	Semester	1
Module Code	PORT1111-111		
Learning Module	Portuguese I		
Pre-requisite(s)	Nil		
Medium of Instruction	Chinese/Portuguese		
Credits	3	Contact Hours	45 hrs
Instructor	Lin Manlin	Email	manlinlin@mpu.edu.mo
Office	5/F, Edifício Wui Chi, Sede do IPM	Office Phone	85996861

**MODULE DESCRIPTION**

This course develops students' language skills. Particular emphasis is placed on listening, and on written and oral expression. Students learn to understand foreign language texts, use of the language correctly and confidently, and understand the foreign culture through foreign language learning. Topics include: listening, speaking, reading and writing.

The objective of this course is to provide the students with a basic understanding of the Portuguese language structure and to enhance their social skills and understanding across boundaries. Activities such as dialogue building, pair and group work or role-play will enable the students to develop their listening, reading, speaking and writing skills. Students will be faced with a simple but large variety of situations in order to develop their communicative competence.

**MODULE INTENDED LEARNING OUTCOMES (ILOS)**

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

M1.	Have a basic understanding of the Portuguese language structure.
M2.	Produce different types of oral and written texts in Portuguese.
M3.	Express feelings, expose ideas, exchange experiences as a speaker or listener in Portuguese.
M4.	Develop listening, reading, speaking and writing skills in Portuguese.
M5.	Develop communicative competence.
M6.	Understand the culture and history of Portuguese speaking countries.

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



PIOs	M1	M2	M3	M4	M5	M6
P1. Specialised knowledge in public administration	✓	✓				✓
P2. Knowledge and understanding of analytical tools used to analyse and interpret administrative problems	✓	✓	✓	✓		
P3. Critical understanding of the political, economic, social, cultural, legal and technological environments of Macao and beyond	✓	✓				
P4. Develop an understanding of the theories, analytical approaches, methodologies and practices in public administration						
P5. Evaluate, extrapolate and synthesise relevant literature and empirical data, applying these to various contexts						
P6. Possess an ability to apply public administration theories to the analysis of actual administrative problems						
P7. To be capable to learn continuously in academic and professional contexts	✓	✓	✓	✓	✓	✓
P8. To demonstrate good communication skills, teamwork spirit and management skills	✓	✓	✓	✓	✓	✓
P9. To demonstrate international vision and enthusiasm in serving the local community while abiding by professional ethics	✓	✓	✓	✓	✓	✓
P10. To demonstrate research skills in public administration and commitment to lifelong learning					✓	✓

#### MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1-2	Introdução à língua portuguesa e os países/regiões de língua portuguesa <ul style="list-style-type: none"> <li>Entender o português como uma língua pluricêntrica e a diversidade cultural dos países lusófonos.</li> <li>Conhecer o alfabeto, as vogais, as consoantes e as regras de acentuação e silabação.</li> </ul>	6
3-4	A fonética e a prática de fonética <ul style="list-style-type: none"> <li>Conhecer o alfabeto, as vogais, as consoantes e as regras de acentuação e silabação.</li> <li>Treinar a fonética e ler as palavras em voz alta em sala de aula.</li> </ul>	6
5-6	Nome, idade e estado civil <ul style="list-style-type: none"> <li>Nome próprio</li> <li>Apelido</li> <li>Idade</li> <li>Estado civil</li> </ul>	6
7-8	Nacionalidade, naturalidade e línguas <ul style="list-style-type: none"> <li>Nomes de países</li> <li>Nacionalidades</li> <li>Nomes de cidades</li> <li>Designação das línguas</li> </ul>	6



Week	Content Coverage	Contact Hours
9-10	Morada, profissão e número de telefone <ul style="list-style-type: none"><li>• <i>Logradouros Públicos</i></li><li>• <i>Profissões</i></li><li>• <i>Nomes de locais de trabalho</i></li><li>• <i>Nomes de instituições de ensino</i></li></ul>	6
11-12	Formas de tratamento <ul style="list-style-type: none"><li>• <i>Formas de saudação</i></li><li>• <i>Cumprimentos</i></li><li>• <i>Formas de despedida</i></li><li>• <i>Formas de apresentação</i></li><li>• <i>Formas para responder a um cumprimento</i></li></ul>	6
13-14	Descrição de características físicas/psicológicas e estados físicos e sentimentos <ul style="list-style-type: none"><li>• <i>Partes do corpo</i></li><li>• <i>Vestuário e acessórios</i></li><li>• <i>Cores</i></li><li>• <i>Adjetivos</i></li><li>• <i>Caráter</i></li><li>• <i>Estados físicos</i></li><li>• <i>Sentimentos</i></li></ul>	6
15	Revisão final	3

### 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. Small Group Instruction Method			✓	✓	✓	
T2. Assignment Method of Teaching	✓	✓		✓		
T3. Demonstration Method	✓	✓	✓	✓		✓
T4. Discussion Method of Teaching			✓	✓	✓	

### 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. Participation	30%	M1, M2, M3, M4, M5, M6
A2. Oral Test	20%	M1, M2, M3, M4, M5
A3. Final Examination	50%	M1, M2, 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](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

Participation	Active participation in lectures, oral practices, and various in-class tasks and home assignments
Oral Test	Oral test aiming to evaluate students' oral performance
Final Examination	Aiming to evaluate students' comprehensive understanding and application of the language taught

Students with a score of less than 35 in the final examination must take the re-sit examination even if the overall score for the module is 50 or above.

### REQUIRED READINGS

Santos et al. (2011). *Passo a Passo...em Português, Modulo I*. Macau: IPOR.

### REFERENCES

Coimbra, Isabel & Coimbra, Olga (2016). *Gramática Ativa I*. Lisboa: Lidel.

DSEDJ. *Comprender o Português I*. Macau: Direcção dos Serviços de Educação e de Desenvolvimento da Juventude.

Oliveira, Carla & Coelho, Luísa (2011). *Português Global I*. Macau: Instituto Politécnico de Macau.

Ye, Zhiliang (2009). *Português para Ensino Universitário*. Beijing: Foreign Language Teaching and Research Press.

### 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/).



**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

**BACHELOR OF SOCIAL SCIENCES IN PUBLIC ADMINISTRATION**

**LEARNING MODULE OUTLINE**

Academic Year	2023/2024	Semester	1
Module Code	PORT1111-112		
Learning Module	Portuguese I		
Pre-requisite(s)	Nil		
Medium of Instruction	Chinese/Portuguese		
Credits	3	Contact Hours	45 hrs
Instructor	YANG NAN (Miguel)	Email	miguelyang@upm.edu.mo
Office	5/F, Edifício Wui Chi, Sede do UPM	Office Phone	8599 6838

**MODULE DESCRIPTION**

This course develops students' language skills. Particular emphasis is placed on listening, and on written and oral expression. Students learn to understand foreign language texts, use of the language correctly and confidently, and understand the foreign culture through foreign language learning. Topics include: listening, speaking, reading and writing.

The objective of this course is to provide the students with a basic understanding of the Portuguese language structure and to enhance their social skills and understanding across boundaries. Activities such as dialogue building, pair and group work or role-play will enable the students to develop their listening, reading, speaking and writing skills. Students will be faced with a simple but large variety of situations in order to develop their communicative competence.

**MODULE INTENDED LEARNING OUTCOMES (ILOS)**

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

M1.	Have a basic understanding of the Portuguese language structure.
M2.	Produce different types of oral and written texts in Portuguese.
M3.	Express feelings, expose ideas, exchange experiences as a speaker or listener in Portuguese.
M4.	Develop listening, reading, speaking and writing skills in Portuguese.
M5.	Develop communicative competence.
M6.	Understand the culture and history of Portuguese speaking countries.

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



PIOs	M1	M2	M3	M4	M5	M6
P1. Specialised knowledge in public administration	✓	✓				✓
P2. Knowledge and understanding of analytical tools used to analyse and interpret administrative problems	✓	✓	✓	✓		
P3. Critical understanding of the political, economic, social, cultural, legal and technological environments of Macao and beyond	✓	✓				
P4. Develop an understanding of the theories, analytical approaches, methodologies and practices in public administration						
P5. Evaluate, extrapolate and synthesise relevant literature and empirical data, applying these to various contexts						
P6. Possess an ability to apply public administration theories to the analysis of actual administrative problems						
P7. To be capable to learn continuously in academic and professional contexts	✓	✓	✓	✓	✓	✓
P8. To demonstrate good communication skills, teamwork spirit and management skills	✓	✓	✓	✓	✓	✓
P9. To demonstrate international vision and enthusiasm in serving the local community while abiding by professional ethics	✓	✓	✓	✓	✓	✓
P10. To demonstrate research skills in public administration and commitment to lifelong learning					✓	✓

#### MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1-2	Introdução à língua portuguesa e os países/regiões de língua portuguesa <ul style="list-style-type: none"> <li>Entender o português como uma língua pluricêntrica e a diversidade cultural dos países lusófonos.</li> <li>Conhecer o alfabeto, as vogais, as consoantes e as regras de acentuação e silabação.</li> </ul>	6
3-4	A fonética e a prática de fonética <ul style="list-style-type: none"> <li>Conhecer o alfabeto, as vogais, as consoantes e as regras de acentuação e silabação.</li> <li>Treinar a fonética e ler as palavras em voz alta em sala de aula.</li> </ul>	6
5-6	Nome, idade e estado civil <ul style="list-style-type: none"> <li>Nome próprio</li> <li>Apelido</li> <li>Idade</li> <li>Estado civil</li> </ul>	6
7-8	Nacionalidade, naturalidade e línguas <ul style="list-style-type: none"> <li>Nomes de países</li> <li>Nacionalidades</li> <li>Nomes de cidades</li> <li>Designação das línguas</li> </ul>	6



Week	Content Coverage	Contact Hours
9-10	Morada, profissão e número de telefone <ul style="list-style-type: none"><li>• <i>Logradouros Públicos</i></li><li>• <i>Profissões</i></li><li>• <i>Nomes de locais de trabalho</i></li><li>• <i>Nomes de instituições de ensino</i></li></ul>	6
11-12	Formas de tratamento <ul style="list-style-type: none"><li>• <i>Formas de saudação</i></li><li>• <i>Cumprimentos</i></li><li>• <i>Formas de despedida</i></li><li>• <i>Formas de apresentação</i></li><li>• <i>Formas para responder a um cumprimento</i></li></ul>	6
13-14	Descrição de características físicas/psicológicas e estados físicos e sentimentos <ul style="list-style-type: none"><li>• <i>Partes do corpo</i></li><li>• <i>Vestuário e acessórios</i></li><li>• <i>Cores</i></li><li>• <i>Adjetivos</i></li><li>• <i>Caráter</i></li><li>• <i>Estados físicos</i></li><li>• <i>Sentimentos</i></li></ul>	6
15	Revisão final	3

### 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. Small Group Instruction Method			✓	✓	✓	
T2. Assignment Method of Teaching	✓	✓		✓		
T3. Demonstration Method	✓	✓	✓	✓		✓
T4. Discussion Method of Teaching			✓	✓	✓	

### 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. Participation	30%	M1, M2, M3, M4, M5, M6
A2. Oral Test	20%	M1, M2, M3, M4, M5
A3. Final Examination	50%	M1, M2, 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](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

Participation	Active participation in lectures, oral practices, and various in-class tasks and home assignments
Oral Test	Oral test aiming to evaluate students' oral performance
Final Examination	Aiming to evaluate students' comprehensive understanding and application of the language taught

Students with a score of less than 35 in the final examination must take the re-sit examination even if the overall score for the module is 50 or above.

### REQUIRED READINGS

Santos et al. (2011). *Passo a Passo...em Português, Modulo I*. Macau: IPOR.

### REFERENCES

Coimbra, Isabel & Coimbra, Olga (2016). *Gramática Ativa I*. Lisboa: Lidel.

DSEDJ. *Comprender o Português I*. Macau: Direcção dos Serviços de Educação e de Desenvolvimento da Juventude.

Oliveira, Carla & Coelho, Luísa (2011). *Português Global I*. Macau: Instituto Politécnico de Macau.

Ye, Zhiliang (2009). *Português para Ensino Universitário*. Beijing: Foreign Language Teaching and Research Press.

### 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





澳門理工大學  
Universidade Politécnica de Macau  
Macao Polytechnic University

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/).



**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**  
**BACHELOR OF SOCIAL SCIENCES IN PUBLIC ADMINISTRATION**  
**LEARNING MODULE OUTLINE**

Academic Year	2023/2024	Semester	1
Module Code	PORT1111-113/114		
Learning Module	Portuguese I		
Pre-requisite(s)	None		
Medium of Instruction	Portuguese and English		
Credits	3	Contact Hours	45
Instructor	Sofia Jesus	Email	t1715@mpu.edu.mo
Office	-	Office Phone	-

**MODULE DESCRIPTION**

The goal of this learning module of initiation to the Portuguese language (level A1, according to the Common European Framework of Reference for Languages) is to develop students' communicative skills – in oral understanding and expression, as well as in reading and in written production –, so that they can express themselves and interact with others in Portuguese, in a simple yet effective way, in personal or professional settings. It is also a goal of this learning module to get students familiar with the different cultures of the Portuguese-speaking countries and to encourage students to continue learning Portuguese.

**MODULE INTENDED LEARNING OUTCOMES (ILOS)**

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

M1.	Greet people and introduce themselves and others in Portuguese (formally and informally)
M2.	Express gratitude and apologise in Portuguese
M3.	Obtain and share information in Portuguese regarding personal data (name, age, civil status, nationality, languages, address and phone number)
M.4	Obtain and share information in Portuguese regarding jobs

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

PILOs	M1	M2	M3	M4
P1. Specialised knowledge in public administration				
P2. Knowledge and understanding of analytical tools used to analyse and interpret administrative problems				
P3. Critical understanding of the political, economic, social, cultural, legal and technological environments of Macao and beyond				



PILOs	M1	M2	M3	M4
P4. Develop an understanding of the theories, analytical approaches, methodologies and practices in public administration				
P5. Evaluate, extrapolate and synthesise relevant literature and empirical data, applying these to various contexts				
P6. Possess an ability to apply public administration theories to the analysis of actual administrative problems				
P7. To be capable to learn continuously in academic and professional contexts	✓	✓	✓	✓
P8. To demonstrate good communication skills, teamwork spirit and management skills	✓	✓	✓	✓
P9. To demonstrate international vision and enthusiasm in serving the local community while abiding by professional ethics	✓	✓	✓	✓
P10. To demonstrate research skills in public administration and commitment to lifelong learning				

#### MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1	Introduction to module; Recognising Portuguese as a pluricentric language and brief introduction to the cultural diversity of the Portuguese-speaking countries; Basic greetings and polite expressions (Grammar in context)	3
2	The Portuguese sounds and rules for syllable separation; Common expressions in the classroom	3
3	Greetings and introducing yourself and others (Grammar in context)	3
4	Name, age and numbers (Grammar in context)	3
5	Name, age, civil state and phone number (Grammar in context)	3
6	Where are you from? – Countries, nationalities and languages (Grammar in context)	3
7	Where are you from? – Countries, nationalities and languages (Grammar in context); revisions of content so far	3
8	Written test about content covered so far	3
9	Written test correction and feedback; revisions of content so far	3
10	Where do you live? – Address and places in Macau (Grammar in context)	3
11	Who do you live with? – Family members (Grammar in context)	3
12	What is your job? (Grammar in context)	3
13	What is your job? (Grammar in context)	3
14	Revisions	3



## 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
T1. Active learning, student-centred, task-based pedagogical methods	✓	✓	✓	✓
T2. Listening, speaking, reading and writing drills (with both didactic and authentic multimedia materials)	✓	✓	✓	✓
T3. Collaborative tasks	✓	✓	✓	✓
T4. Role-play	✓	✓	✓	✓
T4. Gamification	✓	✓	✓	✓

## 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. Participation/performance in class tasks and homework	35%	ALL
A2. Intermediate written test	25%	M1, M2 and part of M3
A3. Final Exam	40%	ALL

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

This learning module is graded on a 100-point scale, with 100 being the highest possible score and 50 being the passing score.

Students with a score of less than 35 in the final examination must take the re-sit examination even if the overall score for the module is 50 or above.

## REQUIRED READINGS

Santos, Ana Cristina; Santos, Carlos; Didier, Filipa; Costa, Paula (2016). Passo a Passo... em Português – Módulo I - Iniciação. Macau: Instituto Português do Oriente.



Santos, Ana Cristina; Santos, Carlos; Didier, Filipa; Costa, Paula (2016). Passo a Passo... em Português – Módulo II - Iniciação. Macau: Instituto Português do Oriente.

## REFERENCES

Coimbra, Isabel & Coimbra, Olga M. (2011). Gramática Ativa 1. Lisboa: Lidel.

Instituto Português do Oriente. [Recursos PLE Nível A1](#). Macau: IPOR

Centro de Difusão de Línguas. [Compreender o Português](#). Macau: DSEDJ

Oliveira, Carla & Coelho, Luísa (2011). Português Global I. Macau: Instituto Politécnico de Macau.

## 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/).