



**FACULTY OF HUMANITIES AND SOCIAL SCIENCES
BACHELOR OF SOCIAL SCIENCES IN PUBLIC ADMINISTRATION**

LEARNING MODULE OUTLINE

Academic Year	2024/2025	Semester	1
Module Code	ENGL3142-311		
Learning Module	English V		
Pre-requisite(s)	English IV		
Medium of Instruction	English		
Credits	3	Contact Hours	45 hours
Instructor	Dr. Janice S.W Lo	Email	swlo@mpu.edu.mo
Office	M508, Meng Tak Building, Main Campus	Office Phone	8599 3264

MODULE DESCRIPTION

This module aims to strengthen students' academic reading, writing, listening and speaking skills at the intermediate level, while giving systematic attention to grammar and course-related vocabulary. Substantial emphasis will be placed on language skills and strategies used in academic readings and writings. Assessment is based on class participation, discussions, assignments, test(s), an oral presentation, and a final examination.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

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

M1.	Distinguish and use (i) adjective clauses, (ii) adverb clauses, (iii) participial phrases.
M2.	Develop increasing ability in reading and writing (i) argumentative essays and (ii) academic reports.
M3.	Use a wide range of course-related vocabulary at the upper-intermediate level.
M4.	Develop increasing ability in listening tasks at the upper-intermediate level.
M5.	Develop increasing ability in speaking tasks at the upper-intermediate level.
M6.	Deliver a 5-minute presentation on course-related topics with fluency, appropriate supporting details and effective organization.



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

PILOs	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	<i>Reading & Writing I: Civil & Criminal Law (I)</i> Key Focus: Recognizing <i>common phrases and expressions related to civil and criminal law/cases.</i>	3
2	<i>Reading & Writing II: Civil & Criminal Law (II)</i> Key Focus: Increasing ability in understanding readings and expressions prevalent in criminal cases.	3
3	<i>Language Focus I: Adjective clauses and reduced adjective clauses</i> Key Focus: Develop increasing accuracy in the use of adjective clause and reduced adjective clauses and apply them in writing/speech.	3
4	<i>Language Focus II: Adverb clauses and reduced adverb clauses</i> Key Focus: Develop increasing accuracy in the use of adverb clause and reduced adverb clauses and apply them in writing/speech.	3
5	<i>Reading & Writing III: Civil & Criminal Law (III)</i> Key Focus: Increasing ability in understanding readings and expressions prevalent in civil cases.	3



6	<i>Oral/Aural activity I: Colloquial English</i> Key Focus: Develop increasing ability in understanding colloquial English in daily conversations/media/the workplace.	3
7	TEST Key Focus: Test students on their understanding of the lectures, case studies and assignments throughout Week 1 to 6.	3
8	<i>Oral/Aural activity II: Colloquial English (II)</i> Key Focus: Develop increasing ability in understanding colloquial English in daily conversations/media/the workplace.	3
9	<i>Reading & Writing IV: Direct quotation, paraphrasing & citation (I)</i> Key Focus: Understand academic writing strategies and conventions necessary when introducing the works of others.	3
10	<i>Reading & Writing V: Nominalisation</i> Key Focus: Understand the use of normalization in academic writing	3
11	<i>Fragments & dangling modifiers</i> Key Focus: Recognise common writing errors such as fragments and dangling modifier	3
12	<i>Oral presentation</i> Key Focus: Deliver a 5-minute presentation on course-related topics with fluency, appropriate supporting details and effective organization.	3
13	<i>Oral/Aural activity III: Oral Communication in Public Service</i> Key Focus: Develop increasing skills and strategies in public service communication.	3
14	<i>Writing analysis & revision</i> Key Focus: Analyse common mistakes found in students' work and clear queries about the format and requirement(s) of the exam.	3
15	Exam Key Focus: Test students on their understanding of the lectures, case studies and assignments throughout Week 1 to 14.	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. Language Focus I-III	✓	✓	✓			
T2. Reading & Writing I-V	✓	✓	✓			
T3. Oral/Aural activities I-III			✓	✓	✓	
T4. Test(s)	✓	✓	✓	✓		
T5. Oral presentation						✓



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. Test(s)	20%	M1, M2, M3, M4
A2. Assignments	20%	M1, M2, M3, M4
A3. Oral presentation	10%	M5, M6
A4. Class participation	10%	M4, M5
A5. Final exam	40%	M1, M2, M3, M4

**NOTE: 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 learning module is 50 or above.*

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

All assessments receive a percentage mark between 0 and 100, depending on the number of correct responses. The pass-mark is 50 for all assignments. Assignments and test(s) are assessed according to the corresponding marking criteria. Oral presentation is assessed based on task fulfilment, organisation, and language proficiency. Class participation is assessed based on (i) students' attendance in classes and (ii) students' participation and contribution in class discussions.

REQUIRED READINGS

Cunningham, S. & Moor, P. (2007). *New Cutting Edge, Advanced, Students Book*. Longman.

Oshima, A. & Hogue, A. (2006). *Writing Academic English* (4th edition). The Longman Academic Writing Series Level 4. Longman.

REFERENCES

Book(s)

DeCapua, A. (2017). *Grammar for Teachers: A Guide to American English for Native and Non-Native Speakers*. Springer International Publishing Switzerland.

Fitzpartrick, M. (2011). *Engaging Writing 2*. Pearson Education.



Mason, C. (2011). *The Lawyer's English Language Coursebook*. Global Legal English Ltd.

Ridley, D. (2008). *The Literature Review: A Step-by-Step Guide for Students*. SAGE Study Skills Series.

Stone, L. (2015). *Language for Life: Where linguistics meets teaching*. Routledge.

Sullivan, N. (2014). *Essential Grammar for Today's Writers, Students, and Teachers*. Routledge.

Website(s)

<http://owl.english.purdue.edu/owl/resource>

<http://ojen.ca/wp-content/uploads/ESL-Civil-Lawyers-Guide.pdf>

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/.



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BACHELOR OF SOCIAL SCIENCES IN PUBLIC ADMINISTRATION
LEARNING MODULE OUTLINE

Academic Year	2024/2025	Semester	1
Module Code	ENGL3142-312/313		
Learning Module	English V		
Pre-requisite(s)	English IV		
Medium of Instruction	English and Chinese		
Credits	3	Contact Hours	45 hrs
Instructor	Dr. LI Longxing	Email	lxli@mpu.edu.mo
Office	Rm. B211, Chi Un Building, Main Campus	Office Phone	8599 6383

MODULE DESCRIPTION

This learning module aims to strengthen students' English language proficiency at the upper-intermediate level, with special emphasis placed on reading and writing skills. A wide range of course-related topics will be introduced to acquaint students with expressions commonly used in the field, with intensive writing training to increase students' ability to write proficiently within a short period of time. The course also features a variety of authentic materials to prepare students for real-world English. Assessment will be based on participation in regular exercises and discussions, assignments and quizzes, an oral presentation and a final examination.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

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

M1.	Recognize and use academic writing skills and conventions such as paraphrasing, citing and referencing.
M2.	Distinguish and use (i) adjective clauses, (ii) adverb clauses, (iii) participial phrases.
M3.	Summarize views on course-related topics with effective organization.
M4.	Develop increasing ability in listening and speaking tasks at the upper-intermediate level.
M5.	Use a wide range of course-related vocabulary at the upper-intermediate level.
M6.	Deliver a short presentation on course-related topics with fluency, appropriate supporting details, and effective organization.

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

PILOs	M1	M2	M3	M4	M5	M6
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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
1-3	Introduction to the learning module, the text book, learning methods, and requirements of the course etc. Introduction to Reading text 1: Thinking Sociologically — Introduction: Why Study Sociology? In studying this text, students will learn basics of the discipline of sociology and the concept of English for Specific/Academic Purposes; Practise the reading skills of scanning for main ideas, identifying topic sentences, and identifying supporting details; Practise the vocabulary, grammar, and translation skills learned in this unit.	9
4-6	Reading text 2: McJobs: McDonaldization and the Workplace In studying this text, students will practise the reading skills of identifying supporting details, listing the main arguments, and showing how these are organized into a whole, and relating a new concept to something already known; Practise the vocabulary, grammar, and translation skills learned in this unit.	9
7	Vocabulary, exercise, and dictation	3
8-10	Reading text 3: Poverty and Work — The Use of Poverty: The Poor Pay All In studying this text, students will practise the reading skills of distinguishing between general statements and supporting details, scanning for a global understanding of the text, defining the key concepts in the text; Practise the vocabulary, grammar, and translation skills learned in this unit.	9
11-13	Reading text 4: Family and Marriage — Family in Transition	9



	In studying this text, students will practise the reading skills of recognising important terms in the text and understand the author’s argument through them, using prior knowledge to work out meanings in the text, and reordering or reclassifying important information found in the text; Practise the vocabulary, grammar, and translation skills learned in this unit.	
14	Grammar, exercise, and dictation	3
15	Presentation and Review for final exam	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. Lectures and group discussions	✓	✓	✓	✓	✓	✓
T2. Presentation	✓		✓	✓		✓
T3. Writing assignments and tests	✓	✓	✓		✓	

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 & lecture attendance	10	M1-M6
A2. Presentation	20	M4-M6
A3. Dictation and assignments	30	M3-M6
A4. Final exam	40	M1-M6

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 learning module is 50 or above.

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



Excellent: Strong evidence of original thinking; good organisation, capacity to analyse and systemise; superior grasps of subject matter; strong evidence of extensive knowledge base.

Very Good: Evidence of grasps of subject; strong evidence of critical capacity and analytical ability; good understanding of issues; evidence of familiarity with literature.

Good: Evidence of grasp of subject; some evidence of critical capacity and analytical ability; reasonable understanding of issues; evidence of familiarity with literature.

Satisfactory: Profiting from the study experience; understanding of the subject; ability to develop solutions to simple problems in the material.

Pass: Sufficient familiarity with the subject matter to enable the student to progress without repeating the learning module.

Fail: Little evidence of familiarity with the subject matter; weak in critical and analytical skills; limited, or irrelevant use of literature.

REQUIRED READINGS

The following textbook will be used:

郭亞玲, 宋雲峰. (2016). 大學思辨英語教程精讀 3, 社會與個人. 北京: 外語教學與研究出版社.

REFERENCES

Aarts, B. (2011). Oxford Modern English Grammar. United Kingdom, Oxford University Press.

Biber, D. (2010). Longman Student Grammar of Spoken and Written English. India, Pearson.

Hewings, M. (2008). Advanced Grammar in Use with Answers (South Asian Edition). Cambridge University Press.

Williams, P. (2018). Advanced Writing Skills for Students of English. English Lessons Brighton.

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