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

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

Academic Year	2024/2025	Semester	2
Module Code	ENGL2133-224		
Learning Module	English IV		
Pre-requisite(s)	English III		
Medium of Instruction	English		
Credits	3	Contact Hours	45 hours
Instructor	Cláudia Mende Khan	Email	cmkhan@mpu.edu.mo
Office	MPI Taipa Campus, Pearl Jubilee Building, Room P243	Office Phone	8899-6125

MODULE DESCRIPTION

This is the second of the two intermediate-level English courses. The course is intended to increase students' skill and competence in using English in social and work-related situations. Besides placing emphasis on oral/aural skills through communicative activities in class, students are also encouraged to express themselves in writing. Topics include role-playing, expressing opinions, making predictions, finding solution to problems, usage of vocabulary and grammar, speaking, listening, and reading. In addition, writing simple reports and thank you letters, as well as revising students' curricula vitae and cover letters, will also be covered.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

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

M1.	Communicate with confidence, using a range of vocabulary sufficient to discuss most topics;
M2.	Demonstrate a better overall command in the use of the four language skills;
M3.	Express their opinions and develop a longer conversation by responding appropriately and introducing new ideas;
M4.	Develop knowledge of grammar and exhibit more grammatical accuracy in the four language skills;
M5.	Write informal emails, travel blogs, curricula vitae, cover letters, and thank you letters.

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

PILOs	M1	M2	M3	M4	M5
P1. Understand the basic concepts and principles of Public Administration					
P2. Know and identify the theoretical models and techniques of Public Administration					
P3. Apply the theoretical models and techniques of Public Administration to real world situations					
P4. Understand the interdisciplinary nature of Public Administration					
P5. Understand the way of functioning of Public Administration					
P6. Know the fundamentals, objectives, structures, organizations and functioning of public management					
P7. Analyze the relations between the State and other sectors of the economy					
P8. Be able to use the main legal instruments available					
P9. Be able to adapt to modernization in the Public Administration, particularly regarding aspects about information society	✓	✓	✓	✓	✓

MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Date	Content Coverage	Contact Hours

1	Jan. 8	☐ General Course Introduction
		☐ Unit 7
		  - Entertainment and Television
		  - *-ed / -ing* Adjectives
		  - The Passive
			3

2	Jan. 15	☐ Unit 7
		  - News Stories
		  - Extreme Adjectives
		  - Making a Social Arrangement
			3

3	Jan. 22	☐ Unit 8
		  - Social Life
		  - Polite Requests
		  - *Will* and *Shall* for Instant Responses
			3

4	**Jan. 29**	☐ **Grammar Test 1: -ed / -ing Adjectives + Active/Passive**
		☐ Unit 8
		  - Social Behavior
		  - Talking about Norms and Customs
		  - Writing: Giving Tips on How to Behave
			3

Week	Date	Content Coverage	Contact Hours
5	Feb. 5	☐ Unit 9 - Describing Everyday Objects - Defining Relative Clauses - How Gadgets Work	3
6	Feb. 19	☐ Unit 9 - Quantifiers - Buying Things - Writing: A Short Thank-you Message	3
7	**Feb. 26**	☐ **Grammar Test 2: Polite Requests + Relative Clauses** - Revision - Midterm	3
8	Mar. 4	☐ Unit 10 - Society and Change - Numbers and Statistics - Making Predictions	3
9	Mar. 11	☐ Unit 10 - Society and Change - Hypothetical Possibilities with *If* - Writing: A Short Paragraph about How Technology Changed One's Life	3
10	**Mar. 18**	☐ **Grammar Test 3: Conditional Sentences (zero, first, and second)** ☐ Unit 11 - Annoying Rules - Obligation and Permission in the Present - Exclusive Clubs	3
11	Mar. 25	☐ Unit 11 - Crime and Punishment - Linking Words - Obligation and Permission in the Past - Writing: An Opinion Essay	3
12	Apr. 8	☐ Unit 12 - Your Choice - *Could have, Should have, Would have* - Hypothetical Situations in the Past with *If*	3
13	**Apr. 15**	☐ **Grammar Test 4: Conditional Sentences (first, second, and third)** ☐ Unit 12 - Problems and Solutions - Discussing Dilemmas	3
14		☐ Unit 6 - Life in a new country - Revision	3
15		☐ **Final Examination**	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
T1. Lectures	✓	✓	✓	✓	✓
T2. Audio/Videos	✓	✓	✓	✓	✓
T3. Role-plays	✓	✓	✓	✓	✓
T4. Group Discussions	✓	✓	✓	✓	✓
T5. Group Presentations	✓	✓	—	✓	—

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 and in-class performance	10	M1-5
A2. Class / Group assignments	10	M1,2,4, and 5
A3. Homework assignments	10	M2,4, and 5
A4. Quizzes	10	M1,2, and 4
A5. Midterm test	20	M2,3,4, and 5
A6. Final written examination	40	M2,3,4, and 5

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.

Students will be assessed continuously throughout the semester. They are, thus, strongly encouraged to come to class regularly and punctually, participate in all activities, complete class and homework assignments, and do well in assessments. This course is graded on a 100-point scale, with 100 being the highest possible score and 50 the pass score.

MARKING SCHEME

This course is graded on a 100-point scale, with 100 being the highest possible score and 50 the pass score. For more details, see point 5.4 of the University's "Evaluation Strategy" (see https://www.mpu.edu.mo/teaching_learning/pt/assessment_strategy.php).

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 TEXTBOOKS

1. Sarah Cunningham, Peter Moor & Johnathan Bygrave. Cutting Edge Third Edition: Intermediate: Student's Book with DVD-ROM, Pearson Education Ltd, 2013.

2. Jane Comyns Carr, Frances Eales & Damian Williams. Cutting Edge Third Edition: Intermediate: Workbook with Key, Pearson Education Ltd, 2013.

REFERENCES

1. Raymond Murphy & William R. Smalzer: Grammar In Use Intermediate, Cambridge University Press, 2007.
2. Mario Rinvolucri: Grammar Games: Cognitive, affective and drama activities for EFL students, Cambridge University Press, 1984.
3. Gary Blake & Robert W. Bly: The Elements of Business Writing, Longman, 1991.
4. Tricia Hedge: Teaching and Learning in the Language Classroom, Oxford University Press, 2000.

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/.