

Macao Polytechnic University

Faculty of Applied Sciences

Bachelor of Social Sciences in Sino-Lusophone Trade Relations

Module Outline

Academic Year 2022 / 2023

Semester 2

Learning Module:	English II			Class Code:	ENGL1102
Pre-requisite (s):	Nil				
Medium of Instruction:	English			Credit:	3
Lecture Hours	45 hours	Lab/Practice Hours	0 hours	Total Hours:	45 hours
Instructor:	Rufina Chan		E-mail:	rufinachan@mpu.edu.mo	
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Description

This learning module aims to increase students' skills and competence in using English in everyday situations, as well as in the workplace. It will develop students' use of the four language skills (speaking, listening, reading, and writing) with substantial emphasis being placed on oral and listening skills in class. Interaction is encouraged through communicative tasks and activities. The integration of authentic materials also enhances the usefulness of this learning module. Language skills include skimming & scanning techniques, participating in discussions, greetings and small talk, etc.

Learning Outcomes

After completing this learning module, students will be able to:

1. Use a wide range of course-related vocabulary at pre-intermediate level.
2. Recognize language features of different text types and employ different reading strategies.
3. Demonstrate increasing accuracy in using: (i) modals, (ii) conditionals and (iii) relative clauses, etc.
4. Write simple business correspondence.
5. Develop increasing ability in listening and speaking tasks at pre-intermediate level.
6. Deliver a 3 minute presentation on course-related topics with clarity.

Content

- Week 1 (3 hours)
Making Connections & Networking
- Social media and its influences
 - Discussing pros and cons
 - Writing a professional profile
- Focus:*** create a complete personal profile in a blog or other medium of social media, learn how to give opinions from both positive and negative perspectives.
- Week 2 (3 hours)
On Starting a Business & International Design
- Holding a team meeting, delegating tasks
 - Topic sentences and sentence structures
 - Phrasal verbs
- Focus:*** introduce the use of topic sentence in paragraphs, elaborate the use of phrasal verbs, organise roleplay meeting in class.
- Week 3 (3 hours)
Future Lifestyles
- Making arrangements
 - Writing emails
 - Conditionals (Part 1)
- Focus:*** be familiarised with the components of business emails, introduce the different usages of conditionals, roleplay in making arrangement scenarios.
- Week 4 (3 hours)
On Heritage & Culture
- Conditionals (Part 2)
 - Making comparisons
 - -ing vs -ed adjectives
 - Presentation techniques and visual aids
- Focus:*** master the use of the different types of conditional sentences in talking about the future, make conditional assumptions on different situations using -ing and -ed adjectives and be able to differentiate their various usages in the form of a writing assignment.
- Week 5 (3 hours)
Class Presentation
- Public speaking skills and whatnots
 - Giving opinions
 - Giving suggestions, advice and critiques
 - Modals (a revision)
- Focus:*** conduct a speech or presentation, give constructional advice (both positive and negatives) to peers, understand the purpose of critique and peer review and put that into practice.
- Week 6 (3 hours)
Making a Business Appointment
- Dress codes and attires
 - Clothing and accessories
 - Relative clauses
- Focus:*** know the basic vocabulary for clothing and accessories, understand different dress codes under different business obligations, acquire the ability to describe one's attire both in oral and written forms, using adjectives and comparisons learned in previous lessons.

Week 7	(3 hours)
Telephone English	
- Taking / Leaving a message	
- Making a reservation	
- Roleplay scenarios	
<i>Focus: identify key phrases and vocabulary in telephone English and apply them in roleplay scenarios, develop scenarios for making reservations over the phone.</i>	
Week 8	(3 hours)
Midterm Test	
Week 9	(3 hours)
Work Styles and Careers	
- Communication at work	
- Stationery vocabulary	
- Complaints and apologies	
<i>Focus: identify key complaint and apology phrases and apply them to different situations between peers and superiors.</i>	
Week 10	(3 hours)
Describing Personality Traits	
- Personality adjectives	
- Describing a classmate/peer	
- Writing a descriptive passage about a person	
<i>Focus: familiarise with personality adjectives and their usage, understand the different ways of describing people using adjectives and then put into practice both in oral and written forms</i>	
Week 11	(3 hours)
Business Correspondence	
- Different types of business correspondence (Part 1)	
- Letter formats	
- Business writings Dos and Don'ts	
<i>Focus: understand the mechanics of business writing and its respective sentence structures, master the styles and formats for different types of business writings.</i>	
Week 12	(3 hours)
Writing a cover letter	
- Different types of business correspondences (Part 2)	
- Punctuations	
- Salutations	
<i>Focus: writing a business letter for specific purpose, understand English punctuations and salutations through reading various samples.</i>	
Week 13	(3 hours)
Consumer Review	
- Introduction to effective product review	
- Conjunctions and linking verbs	
- Relative clauses	
<i>Focus: identify different types of conjunctions and be able to use them correctly in conversation and writing, with the combination of relative clauses.</i>	
Week 14	(3 hours)
Class discussion and revision	
Week 15	(3 hours)
Final Examination	

Teaching Method

Lectures, audio/videos, role plays, games, group discussions

Attendance

Attendance requirements are governed by the “Academic Regulations Governing Bachelor’s Degree Programmes” of Macao Polytechnic University. Students who do not meet the attendance requirements for the course will not be permitted to sit the final / supplementary examination and shall be awarded an ‘F’ grade.

Assessment

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

	Item	Description	Percentage
1.	In-class Performance/ Participation	Students will be assessed ongoingly according to how much they participate in class.	10%
2.	Class & Homework Assignments	Students will be asked to complete different kinds of tasks and assignments in class, at home as well as on Canvas.	10%
3.	Oral Presentation	Students will need to give a formal presentation of 5-7 minutes on an assigned topic.	10%
4.	Midterm Test	Students will be evaluated on how well they have learned throughout the first half of the semester.	30%
5.	Final Examination	Students will be evaluated on how much they have learned throughout the whole semester and how well they can express themselves and applied what they have learned in a 3-hour exam paper.	40%

Total Percentage: 100%

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 course is 50 or above.

Students with an overall final grade of less than 35 are NOT allowed to take the re-sit examination.

Teaching Material

Textbook

Harding, Keith & Lane, Alastair (2020). *International Express: Intermediate* (3rd ed.) Oxford University Press.

Reference

Reference books

Cunningham, S. & Moor, P. (2013). *Cutting Edge Third Edition: Elementary Student's Book with DVD-ROM*. Pearson Education Ltd.

Ediger, A. & Pavlik, C. (2000). *Reading Connections*. Oxford University Press.

Mikulecky, Beatrice S. & Jeffries, Linda (2007). *Advanced Reading Power*, Longman.

Strutt, Peter (2010). *Market Leader: Essential Business Grammar and Usage*, Longman.

Strutt, Peter (2010). *Market Leader: Business Grammar and Usage*, Longman.

Talbot, Fiona (2009). *How to Write Effective Business English*, Kogan Page.

Vargo, M. & Blass, L. (2018). *Pathways: reading, Writing and Critical Thinking (2nd ed.)*. USA: National Geographic Learning

Websites

- English Grammar:

https://www.ilc.cuhk.edu.hk/EN/ENResources.aspx?section=0_0_1_0_3

- Step-by-step lesson plans covering basic survival English:

<http://www.onestopenglish.com/esol/absolute-beginners/>

https://www.bbc.co.uk/learningenglish/english/learning_module/emw

- Online Dictionary:

<https://www.dictionary.cambridge.org>

<https://www.merriam-webster.com/>

- Visual aids:

<https://www.ted.com>

- Interactive Platform:

<http://www.kahoot.com>

- Complementary Readings:

<https://www.bbc.co.uk/learningenglish/english/>

<https://learnenglish.britishcouncil.org/business-english>

<https://www.newsinlevels.com>

<https://www.tweentribune.com>