



**FACULTY OF BUSINESS**  
**BACHELOR OF MANAGEMENT**  
**BUSINESS ADMINISTRATION IN MARKETING**

**LEARNING MODULE OUTLINE**

Academic Year	2023/2024	Semester	1
Module Code	ENGL1101-11F		
Learning Module	English I		
Pre-requisite(s)	Nil		
Medium of Instruction	English		
Credits	3	Contact Hours	45
Instructor	Dr. SARAH IP WAI SA	Email	wsip@mpu.edu.mo
Office	Room M527, Meng Tak Building	Office Phone	8599-3291

**MODULE DESCRIPTION**

This is the first of the two pre-intermediate level English modules. The module aims to increase students' skills and competence in using English in general business situations. 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 many communicative activities. The integration of authentic materials also enhances the usefulness of the module. Language skills include: skimming and scanning techniques; telephoning; participating in discussions; greetings and small talk, etc.

**MODULE INTENDED LEARNING OUTCOMES (ILOS)**

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

M1.	use listening skills to understand spoken business English and answer factual questions accurately on what they have heard
M2.	speak spontaneously, fluently and grammatically for at least one minute and answer simple questions on business topics for which vocabulary and grammar have been introduced
M3.	use various reading skills such as skimming and scanning to understand business topics covered in the syllabus and accurately answer questions about the texts read
M4.	demonstrate the ability to use appropriate grammar and vocabulary reviewed and practised in both spoken and written business contexts covered in the syllabus
M5.	write up emails and memos on business topics covered in the syllabus using standard formats



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

**Bachelor of Management**

PILOs	ILOs				
	1	2	3	4	5
1. Integrate contemporary Management theories and business disciplines relevant to general business practices.					
2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.					
3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.	✓	✓	✓	✓	✓
4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.					
5. With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.					
6. Recommend an appropriate module of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.	✓	✓	✓	✓	✓
7. Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process.					



## MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Content Coverage	Contact Hours
<b>1. Activities (Unit 1)</b> 1.1 Module introduction and warm-up activities 1.2 Keynotes: Playing the game 1.3 Preview: Business activities 1.4 Reading: <i>Move over game boys</i> 1.5 Vocabulary: Roles and activities; Word building 1.6 Language Check & Practice: Present simple and continuous 1.7 Listening: How to write emails 1.8 Career Skills & Listening: Explaining your job 1.9 Dilemma & Decision: Exporting to Mexico 1.10 <b>Writing Workshop: Writing business emails (Textbook p.14; Style Guide p.6-8)</b> 1.11 <b>Writing Assignment 1: Business email</b> <b>(Deadline: Week 4 Wed 20 Sep)</b>	6.0 hours
<b>2. Data (Unit 2)</b> 2.1 Keynotes: No privacy 2.2 Preview, Listening & Speaking: Collecting and managing data 2.3 Reading: <i>No hiding place</i> 2.4 Vocabulary: Using the internet; Quantity and number 2.5 Listening: Numbers 2.6 Language Check & Practice: Countable and uncountable 2.7 Career Skills & Listening: Checking information 2.8 Dilemma & Decision: Buy it now! 2.9 <b>Reading Test 1 (Week 4: Wed 20 Sep)</b>	6.0 hours
<b>3. Etiquette (Unit 3)</b> 3.1 Keynotes: Bad manners at work 3.2 Preview & Listening: Politeness at work 3.3 Reading & Vocabulary: <i>Office workers 'admit being rude'</i> 3.4 Vocabulary: Synonyms; Prefixes 3.5 Listening & Speaking: Business etiquette in other cultures 3.6 Language Check & Practice: Offers and requests 3.7 Career Skills, Listening & Speaking: Being polite 3.8 Dilemma & Decision: A workplace bully <b>Reading Test 2 (Week 8 Wed 18 Oct)</b>	6.0 hours
<b>4. Image (Unit 4)</b> 4.1 Keynotes: Creating a buzz 4.2 Preview & Vocabulary: Brands 4.3 Reading: <i>Fashion's favourite</i> 4.4 Vocabulary: The fashion industry; Word building 4.5 Listening: Promoting the image 4.6 Language Check & Practice: Comparatives and superlatives 4.7 Career Skills, Listening & Speaking: Describing products 4.8 Dilemma & Decision: Volkswagen bugs	6.0 hours



<b>Midterm Exam Revision: Units 1-3 (Review 1 &amp; 2)</b>	1.5 hours
<b>Midterm Exam: Units 1-3</b> (Week 9/10 first session Wed 25 Oct)	1.5 hours
<b>5. Success (Unit 5)</b> 5.1 Keynotes: Passion into profit 5.2 Preview, Vocabulary & Listening: What is success? 5.3 Reading & Speaking: <i>Passion into profit</i> 5.4 Vocabulary: Opposites; Business failure; Collocations 5.5 Listening: Setting up a new business 5.6 Language Check & Practice: Past simple 5.7 Career Skills & Listening: Telling a story 5.8 Dilemma & Decision: Organic growth <b>5.9 Writing Workshop: Writing business memos (Textbook p.48; Style Guide p.16-17)</b> <b>5.10 Writing Assignment 2: Business memo</b> (Submission deadline: Week 12 Wed 15 Nov)	6.0 hours
<b>7. Location (Unit 7)</b> 7.1 Keynotes: Field of dreams 7.2 Preview & Vocabulary: A good location 7.3 Reading: <i>Arabia's field of dreams</i> 7.4 Vocabulary: Collocations; Multi-part verbs 7.5 Listening: An office abroad 7.6 Language Check & Practice: Future plans and intentions 7.7 Career Skills: Making an appointment 7.8 Dilemma & Decision: A new location 7.9 <b>Reading Test 3 (Week 12 Wed 15 Nov)</b>	6.0 hours
<b>Listening Assessment</b> <b>Speaking Assessment</b> (Last lesson)	3.0 hours
<b>Final Exam: Units 1–5 and Unit 7</b>	3.0 hours
<b>TOTAL:</b>	<b>45.0 hours</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
T1. Lectures, , multimedia instruction	✓	✓	✓	✓	✓
T2. Writing and speaking workshops,		✓			✓



T3. Reading and listening comprehension tasks	✓		✓		
T4. Group and pair discussions	✓	✓		✓	
T5. Self-accessed online learning of grammar and vocabulary.				✓	

## 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				
		M1	M2	M3	M4	M5
A1. Class participation	10%	✓	✓	✓	✓	
A2. Writing assignments	10%					✓
A3. Online quizzes	5%	✓	✓	✓	✓	
A4. Reading tests	5%			✓		
A5. Listening assessment	5%	✓				
A6. Speaking assessment	5%		✓		✓	
A7. Midterm Exam	20%	✓	✓	✓	✓	
A8. Final Exam	40%			✓	✓	✓
<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

	Assessment Tasks	Criteria	Excellent (A, A-)	Very Good, Good (B+, B, B-)	Satisfactory (C+, C, C-)	Pass (D+, D)	Fail (F)
			88-100	73 - 87	58 - 72	50 - 57	0 – 49
1.	Class / Online Learning Activities	Demonstrate the understanding of the subjects covered in classes and show	High	Significant	Moderate	Basic	Not even reaching marginal levels



		active learning attitude					
2.	Writing assignments	Demonstrate the ability to fulfil the writing requirements covered in the outline	High	Significant	Moderate	Basic	Not even reaching marginal levels
3.	Speaking assessment	Demonstrate the understanding of the subject and the arguments are articulated and organized in terms of verbal presentation	High	Significant	Moderate	Basic	Not even reaching marginal levels
4.	Listening assessment	Apply listening skills to understand spoken business English and answer factual questions accurately on what they have heard	High	Significant	Moderate	Basic	Not even reaching marginal levels
5.	Mid-term test and Final examination	Demonstrate the ability to identify and apply appropriate concepts, methods and techniques	High	Significant	Moderate	Basic	Not even reaching marginal levels

## TEXTBOOK

Johnson, C. (2015). *Intelligent Business Coursebook: Pre-Intermediate Business English (with Audio CD)*. Pearson.

## REFERENCES

-Module website (with Turnitin): ENGL1101 2020/21. <https://canvas.ipm.edu.mo/>

-The Economist: <https://www.economist.com/>

-Macmillan Dictionary (with pronunciation): <https://www.macmillandictionary.com/>

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## 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.



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**BACHELOR OF MANAGEMENT**

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Medium of Instruction	English		
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Instructor	Chang Si Lai Silvia	Email	t1745@mpu.edu.mo
Office	Room B110, Chi Un Building	Office Phone	85993304

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4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.					
5. With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.					
6. Recommend an appropriate module of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.	✓	✓	✓	✓	✓
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