



FACULTY OF BUSINESS
BACHELOR OF MANAGEMENT
LEARNING MODULE OUTLINE

Academic Year	2023/2024	Semester	2
Module Code	ENGL1102-12F		
Learning Module	English II		
Pre-requisite(s)	Nil		
Medium of Instruction	English		
Credits	3	Contact Hours	45 hrs
Instructor	Dr Sarah, Ip Wai Sa	Email	wsip@mpu.edu.mo
Office	M527, Meng Tak Building	Office Phone	8299-3291

MODULE DESCRIPTION

This is the second of the two pre-intermediate level English courses. The course aims to enhance 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 building up students' confidence in using English. It also prepares students for Intermediate level courses. Interaction is encouraged through many communicative activities. The integration of authentic materials also enhances the usefulness of the course. Language skills include: dealing with conflict; presenting a product; socializing and entertaining, 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 on business topics covered in the syllabus and answer simple questions;
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 vocabulary and grammar in both spoken and written business contexts on topics covered in the syllabus; and
M5.	write short letters and describe graphs 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 course 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
Unit 8 Job-seeking <ol style="list-style-type: none"> Course introduction and warm-up activities Keynotes – A monster success Preview; Vocabulary & Listening – Starting a career Reading – <i>The online job market (The Economist)</i> Vocabulary – Activities; The application process; Finding a job Language check – The imperative Career Skills – Explaining what to do Listening – Preparing a CV Dilemma & Decision – For love or money? 	6 hours



Unit 9 Selling <ol style="list-style-type: none"> 1. Keynotes – Hard to reach 2. Preview & Listening – Promoting the product 3. Reading & speaking– <i>Marketing to students</i> 4. Vocabulary – Word building 5. Listening – A product launch 6. Language check – Modals of obligation 7. Career skills, Listening & speaking – Making suggestions 8. Dilemma & Decision – Guerrilla marketing 9. In-class Reading Test 1 (Week 4: Jan 31) 	
Unit10 Price <ol style="list-style-type: none"> 1. Keynotes – Pushing down prices 2. Preview & Speaking – Price trends 3. Reading & Vocabulary – <i>Make it cheaper and cheaper (The Economist)</i> 4. Vocabulary – Synonyms; Verbs that take an object 5. Speaking & Listening – Pricing strategy 6. Language check – Present perfect 7. Career skills & Listening – Describing a graph 8. Dilemma & Decision – Stock market challenge 9. Writing Workshop 1: Graph Description Submission date of Writing Assignment 1: (Week 7: Feb 28) 10. In-class Reading Test 2 (Week 7: Feb 28) 	6 hours
Revision for midterm exam (Units 8-10, Review 3)	1.5 hours
Midterm Exam (Units 8-10) (First Session, Week 9 Mar 13)	1.5 hours
Unit 11 Insurance <ol style="list-style-type: none"> 1. Keynotes – Honesty is the best policy 2. Preview & Reading – Poll Insurance 3. Vocabulary – Problems; Insurance; Insurance fraud 4. Listening – Insurance company 5. Reading & Vocabulary – <i>Fighting fraud</i> 6. Speaking: Honesty quiz 7. Language check – Passives 8. Career skills & Listening – Expressing arguments 9. Dilemma & Decision – A fair decision? 10. Writing Workshop 2: Writing business letters (Textbook p. 100; Style Guide p.10-12) 	6 hours
Unit 12 Service <ol style="list-style-type: none"> 1. Keynotes – A complaint is a gift 2. Preview – Complaining 3. Reading – <i>Getting better service (The Economist)</i> 4. Vocabulary – Feedback on service; Dealing with complaints; Synonyms; Collocations 5. Listening – Customer service 	6 hours



6. Language check--Conditional 1 7. Career skills, Listening & Speaking – Dealing with problems 8. Dilemma & Decision – Service not included	
Unit 13 Productivity 1. Keynotes – Fighting back 2. Preview & Listening – Increasing productivity 3. Reading – <i>Revolution in the car industry (The Economist)</i> 4. Vocabulary – Design to delivery; Just-in-time production; Word building; Efficient stock control 5. Listening – Improving productivity 6. Language check – Adjectives and adverbs 7. Career skills & Listening – Managing time 8. Dilemma & Decision – Bonus or bust? 9. Submission deadline of Writing Assignment 2: (Week 10: Mar 20) 10. In-class Reading Test 3 (Week 13: April 10)	6 hours
Listening Assessment (Last lesson)	1.5 hours
Speaking Assessment (Last lesson)	1.5 hours
Final Exam: Units 8-13	3.0 hours
TOTAL:	45 hours

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%			✓	✓	✓
Total:		100%				

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

	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 active learning attitude	High	Significant	Moderate	Basic	Not even reaching marginal levels
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/>

-Cambridge English Dictionary: <https://dictionary.cambridge.org/dictionary/english/>

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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Pre-requisite(s)	Nil		
Medium of Instruction	English		
Credits	3	Contact Hours	45 hrs
Instructor	Chang Si Lai, Silvia	Email	t1745@mpu.edu.mo
Office	---	Office Phone	---

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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 course 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.					
1. Effective communication skills Students are able to communicate and present ideas effectively.	✓	✓	✓	✓	✓
2. Critical thinking Students are able to apply self understanding and analysis of critical perspectives to issues in broad conditions for problem solving.	✓	✓	✓	✓	✓
3. Intercultural competence Students are competent to associate in a diversified social and global community.					



MODULE SCHEDULE, COVERAGE AND STUDY LOAD

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Listening Assessment (Last lesson)	1.5 hours
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