



FACULTY OF BUSINESS
BACHELOR OF MANAGEMENT
LEARNING MODULE OUTLINE

Academic Year	2024 / 2025	Semester	2
Module Code	ENGL4102-423		
Learning Module	English VIII		
Pre-requisite(s)	Nil		
Medium of Instruction	English		
Credits	3	Contact Hours	45 hours
Instructor	Dr. Francine Pang	Email	francinepang@mpu.edu.mo
Office	M545, Meng Tak Building	Office Phone	8599-3289

MODULE DESCRIPTION

This is the second of the two advanced level English learning modules. The learning module aims to develop the communication skills (speaking, listening, reading, writing) students need to succeed in a professional environment, as well as to prepare the students for their future careers. It focuses on developing students' fluency and confidence in using the language of business in a variety of contexts. While special emphasis is placed on students' confidence in public speaking and presentation, substantial emphasis is also placed on effective language and organization skills as well as delivery of speech. The integration of authentic materials also enhances the usefulness of the learning module.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

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

M1.	demonstrate the ability to use active listening skills to understand business talks/meetings/ interviews, and the ability to answer advanced-level questions
M2.	prepare and have informal business talks/meetings in class, and speak effectively in job interview
M3.	develop effective strategies in reading and responding to long business texts and news articles
M4.	demonstrate the ability to use of future perfect, active and passive, adverbs, probability and possibility, and verb patterns in more challenging language contexts
M5.	demonstrate the ability to use vocabulary skills in the usage of adverb-adjective collocation, phrasal verbs, proverbs, word clusters, puns, loanwords, synonyms and antonyms
M6.	write clear CVs and cover letters in response to job advertisements



MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1-3	<p>1 Resources (Unit 7)</p> <p>1.1 Module introduction and warm-up activities</p> <p>1.2 Keynotes: Vital assets</p> <p>1.3 Preview: Resources quiz</p> <p>1.4 Reading: Water and business – <i>Running dry (The Economist)</i></p> <p>1.5 Vocabulary: Adverb-adjective collocations</p> <p>1.6 Usage: Use of ‘like’ and ‘as’</p> <p>1.7 Listening: Alternative energies</p> <p>1.8 Language Check & Practice: Future perfect</p> <p>1.9 Career Skills, Listening & Speaking: Debating</p> <p>1.10 Dilemma & Decision: The nuclear debate (optional)</p> <p>1.11 <i>In-class Reading Test 1: Unit 7 (Jan 24 Fri)</i></p>	7.5 hours
3	<p>2 Writing Workshop: CV and cover letter writing</p> <p>2.1 CV & cover letter features</p> <p>2.2 Job application procedures</p> <p>2.3 CV: Purpose, content, layout and language style</p> <p>2.4 Cover letters: Purpose, content, layout and language style</p> <p>2.5 Writing Assignment 1: CV (Style Guide pp.30-31) (Submission Deadline: Feb 21 Fri)</p>	1.5 hours
4-5	<p>2 Power (Unit 8)</p> <p>3.1 Keynotes: Leadership & power</p> <p>3.2 Preview: Power bases</p> <p>3.3 Reading: The trappings of power – <i>Sympathy for the boss (The Economist)</i></p> <p>3.4 Vocabulary: Word partnerships & phrasal verbs with ‘put’</p> <p>3.5 Usage: Proverbs</p> <p>3.6 Listening: Power politics</p> <p>3.7 Language Check & Practice: Active and passive</p> <p>3.8 Career Skills & Speaking: Influencing</p> <p>3.9 Dilemma & Decision: Winning the rivalry game (optional)</p>	6 hours
6-7	<p>4 E-marketing (Unit 9)</p> <p>4.1 Keynotes: E-marketing</p> <p>4.2 Preview: Talking to customers online</p> <p>4.3 Reading: Conversational marketing – <i>Word of ‘mouse’ (The Economist)</i></p> <p>4.4 Vocabulary: Word clusters</p> <p>4.5 Usage: Puns</p> <p>4.6 Listening: Google clicks</p> <p>4.7 Language Check & Practice: Word order – adverbs</p> <p>4.8 Career Skills, Speaking & Listening: Decision making</p> <p>4.9 Dilemma & Decision: Creative showcase (optional)</p> <p>4.10 <i>In-class Reading Test 2: Unit 9 (Feb 21 Fri)</i></p>	6 hours



8	Revision for midterm exam (Units 7-9, Review 3)	1.5 hours
9	Midterm Exam (Units 7-9) (Session 1: Mar 14 Fri)	1.5 hours
8-10	5 Risk (Unit 10) 5.1 Keynotes: Facing the odds 5.2 Preview: Risk profiles 5.3 Reading: Uncertainty – <i>The perils of prediction (The Economist)</i> 5.4 Vocabulary: ‘Chance’ and ‘luck’ 5.5 Usage: Loanwords 5.6 Listening: Risk management 5.7 Language Check: Probability and possibility 5.8 Career Skills, Listening & Speaking: Negotiating 5.9 Dilemma & Decision: Wildcat strike (optional) 5.10 Writing Assignment 2: Cover letter (Style Guide pp.26-27) (<u>Submission Deadline</u> : Mar 21 Fri)	6 hours
11-12	6 Development (Unit 12) 6.1 Keynotes: Lifelong learning 6.2 Preview: Learning styles 6.3 Reading: Business education – <i>First, do no harm (The Economist)</i> 6.4 Vocabulary: Synonyms and antonyms 6.5 Usage: Expressions with ‘go’ 6.6 Speaking & Listening: The MBA 6.7 Language Check & Practice: Verb patterns 6.8 Career Skills & Listening: Coaching 6.9 Dilemma & Decision: Keeping everyone motivated (optional)	6 hours
13	7 Speaking Workshop: Job Interviews 7.1 Preparing for job interview 7.2 Interview techniques 7.3 Job interview procedures 7.4 Job interview questions & practice	1.5 hours
	Revision for final exam (Units 10 & 12, Review 4)	1.5 hours
14	Listening Assessment (Session 1: Apr 11 Fri) Speaking Assessment (Session 1 & 2: Apr 11 Fri)	3 hours
15	Final Exam (Units 7-10, 12)	3 hours



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

PILOs (Bachelor of Management)	M1	M2	M3	M4	M5	M6
P1. Integrate contemporary Management theories and business disciplines relevant to general business practices.						
P2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.						
P3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.	✓	✓	✓	✓	✓	✓
P4. 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.						
P5. 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.						
P6. Recommend an appropriate course of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.	✓	✓	✓	✓	✓	✓
P7. 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.						



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	✓	✓	✓	✓	✓	✓
T2. Writing and speaking workshops		✓				✓
T3. Group and pair discussions	✓	✓				
T4. In-class reading and listening	✓		✓			
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
A1. Class participation	10 %	M1, M2, M3, M4, M5
A2. Writing assignments	10 %	M6
A3. Online quizzes	5 %	M4, M5
A4. Reading tests	5 %	M3
A5. Listening Assessment	5 %	M1
A6. Speaking Assessment	5 %	M2
A7. Midterm Exam	20 %	M1, M3, M4, M5
A8. Final Exam	40 %	M3, M4, M5, M6

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

The MPU Assessment Criteria and Grading is adopted for this module. Students are assessed against the following Assessment Activities (A1-A8) and criteria of what students need to do and how well they do it to merit a particular grade.

Assessment Activities	Criteria	A (93-100) A- (88-92)	B+ (83-87)	B (78-82) B- (73-77)	C+ (68-72) C (63-67) C- (58-62)	D+ (53-57) D (50-52)	F (0-49)
A1. Class participation	Punctuality, discipline, active participation in oral tasks/short presentations/ various in-class tasks	Excellent	Very good	Good	Satisfactory	Pass	Fail
A2. Writing assignments	Demonstrate ability to write business writings: memo & press release	Excellent	Very good	Good	Satisfactory	Pass	Fail
A3. Online quizzes	Demonstrate ability to answer questions in six online quizzes	Excellent	Very good	Good	Satisfactory	Pass	Fail
A4. Reading tests	Demonstrate ability to answer questions in three in-class reading tests	Excellent	Very good	Good	Satisfactory	Pass	Fail
A5. Listening Assessment	Demonstrate ability to answer questions in listening test on unheard business talk/interview	Excellent	Very good	Good	Satisfactory	Pass	Fail
A6. Speaking Assessment	Demonstrate ability to give individual presentation using visual aids	Excellent	Very good	Good	Satisfactory	Pass	Fail
A7. Midterm Exam A8. Final Exam	Demonstrate ability to answer questions on topics covered in the outline	Excellent	Very good	Good	Satisfactory	Pass	Fail

REQUIRED READINGS

Textbook Trappe, T. & Tullis, G. (2016). *Intelligent Business: Advanced Business English Coursebook (with CD Pack)*, Pearson Education Ltd.

REFERENCES

Reference books

- Munter, M. & Hamilton, L. (2013). *Guide to managerial communication: Effective business writing and speaking (10th ed.)*, Prentice Hall. [MPU Library]
- Rogers, J. (2011). *Job interview success*. McGraw-Hill Education. [MPU Library EBSCO host eBook Collection]

Websites

- Module website (integrated with Turnitin): ENGL4102 (<http://canvas.mpu.edu.mo/>)
- Textbook companion website: *Intelligent Business*. <http://www.intelligent-business.org/>
- The Economist*. <http://www.economist.com/>
- Cambridge English Dictionary*: <https://dictionary.cambridge.org/dictionary/english/>
- Macmillan Dictionary* (with pronunciation): <http://www.macmillandictionary.com>

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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Medium of Instruction	English		
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Instructor	Quinton, Tang Chi Kin	Email	t1296@mpu.edu.mo
Office	B110, Chi Un Building	Office Phone	---

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