



**FACULTY OF BUSINESS**  
**BACHELOR OF BUSINESS ADMINISTRATION IN GAMING AND RECREATION MANAGEMENT**  
**LEARNING MODULE OUTLINE**

Academic Year	2024/2025	Semester	1st Semester
Module Code	ENGL4101		
Learning Module	English VII		
Pre-requisite(s)	No		
Medium of Instruction	English		
Credits	3	Contact Hours	45
Instructor	Cláudia Mendes Khan; Chan Rufina Ngou Seong	Email	cmkhan@mpu.edu.mo; rufinachan@mpu.edu.mo
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### MODULE DESCRIPTION

This is the first of the two upper-intermediate level English courses. The course aims to further develop the communication skills (speaking, listening, reading, and writing) students need to succeed in a professional environment, as well as to broaden their knowledge of the business world. It focuses on developing students' fluency and confidence in using the language of business in a variety of contexts. Special emphasis is also placed on presentations and official correspondence such as composing administrative documents of a technical nature. The integration of authentic materials also enhances the usefulness of the course.

### MODULE INTENDED LEARNING OUTCOMES (ILOS)

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

M1.	Exhibit more confidence in the overall use of the four language skills;
M2.	Communicate with confidence, using a range of vocabulary more comfortably to discuss most topics;
M3.	Have a more profound knowledge of grammar and exert better grammatical accuracy in writing and speaking;
M4.	Write business correspondence such as (1) <i>memos</i> , (2) <i>letters of enquiry (LOE)</i> , (3) <i>replies to LOE</i> , (4) <i>complaint letters</i> , (5) <i>job application letters</i> , (6) <i>job reference letters</i> , and (7) <i>goodwill letters</i> .



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

PILOs	M1	M2	M3	M4
P1. Master the basic and professional knowledge within the field of gaming management, as well as, to possess diverse perspectives of multiple subjects.	✓	✓	✓	✓
P2. Critically appraise and examine the social phenomena with diverse perspectives, including psychological, sociological, cultural, commercial, and political.	✓	✓	✓	✓
P3. Apply effectively a range of transferrable skills, including language, communication, numeracy, and information management.	✓	✓	✓	✓

#### MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1	<input type="checkbox"/> General Course Introduction <input type="checkbox"/> Unit 1 - Talking about Your Past and Present - Pats and Present Verb Forms and Uses of Auxiliary Verbs - <b>Business Correspondence Layouts (Memos and Letters)</b>	3
2	<input type="checkbox"/> Unit 1 - Relationships - Planning and Drafting a Biography - <b>Old-fashioned vs. Modern Writing Styles</b>	3
3	<input type="checkbox"/> Unit 2 - Ups and Downs - Forming Adjectives - <b>Sentence Length and Wordiness</b>	3
4	<input type="checkbox"/> Unit 2 - Responding Sympathetically - Forming Nouns and Gerunds - <b>Writing Memos</b>	3
5	<input type="checkbox"/> Unit 3 - Mishaps - Narrative Tenses - <b>Writing Letters of Enquiry (LOE)</b>	3
6	<input type="checkbox"/> Unit 3 - Writing a Narrative - Continuous Aspect in Other Tenses - <b>Writing Replies to LOE</b>	3
7	<input type="checkbox"/> Unit 4 - Your Mind - Use and Non-use of the Passive - <b>Writing Letters of Complaint (1)</b>	3



8	<input type="checkbox"/> Unit 4 - What Shapes Our Personality - Passive Forms with <i>Have</i> and <i>Get</i> - <b>Writing Letters of Complaint (2)</b>	3
9	<input type="checkbox"/> Unit 5 - Getting Together - Review of Future Forms - <b>Writing Job Application Letters (1)</b>	3
10	<input type="checkbox"/> Unit 5 - Colloquial Language - More Complex Question Forms - <b>Writing Job Application Letters (2)</b>	3
11	<input type="checkbox"/> Unit 6 - Revision - <b>Midterm Test</b>	3
12	<input type="checkbox"/> Unit 6 - Big Ideas - Perfect Tenses - <b>Writing Curricula Vitae</b>	3
13	<input type="checkbox"/> Unit 6 - Human Achievements - More About the Present Perfect Simple and Continuous - <b>Writing Job References</b>	3
14	<input type="checkbox"/> Unit 6 - Unsung Heroes - <b>Writing Letters of Goodwill</b>	3
15	<input type="checkbox"/> Unit 6 - Going Over the “ <b>Job Application Package</b> ” - Course Wrap-up - Revision	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
T1. Lectures	✓	—	✓	✓
T2. Audio/Videos	✓	—	✓	
T3. Handouts	✓	✓	✓	✓
T4. Role-plays	✓	✓	—	—
T5. Group discussions	✓	✓	✓	✓



## 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	M1-4
A2. Class / Group assignments	10	M2,3, and 4
A3. Individual project	10	M2,3, and 4
A4. Homework assignments	20	M1,2, and 4
A5. Quizzes	20	M1, 2, and 3
A6. Test	30	M1-4

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.

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.

## MARKING SCHEME

This course is graded on a 100-point scale, with 100 being the highest possible score and 50 the pass score.

There will not be any final / re-sit examinations. However, 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.

The breakdown for the final mark is as follows:

In-class performance / participation:	10%
Class / Group assignments:	10%
Individual project:	10%
Homework assignments:	20%
Quizzes:	20%
Test:	30%



## REQUIRED READINGS

1. Sarah Cunningham, Peter Moor & Johnathan Bygrave. Cutting Edge Third Edition: Upper 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. Grahame T Bilbow. Write for Modern Business. Pearson Education North Asia Ltd, 2006.
2. Gary Blake & Robert W. Bly: The Elements of Business Writing, Longman, 1991.
3. Raymond Murphy & William R. Smalzer: Grammar In Use Intermediate, Cambridge University Press, 2007.
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/](http://www.mpu.edu.mo/student_handbook/).