



FACULTY OF APPLIED SCIENCES
BACHELOR OF BUSINESS ADMINISTRATION IN SINO-LUSOPHONE TRADE RELATIONS
LEARNING MODULE OUTLINE

Academic Year	2024/2025	Semester	1 st Semester
Module Code	ENGL1101		
Learning Module	English I		
Pre-requisite(s)	Nil		
Medium of Instruction	English		
Credits	3	Contact Hours	45 hours
Instructor	Cláudia Mendes Khan	Email	cmkhan@mpu.edu.mo
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MODULE DESCRIPTION

This is the first of the two elementary English courses. The course 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 introduction of business-related terminologies also enhances the usefulness of the course. Language skills include skimming & scanning techniques, participating in discussions, etc.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

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

M1.	Demonstrate improved elementary listening and reading skills;
M2.	Apply basic grammatical structures with accuracy;
M3.	Participate in simple classroom discussions (small groups);
M4.	Communicate in short sentences and deal with a variety of everyday situations and interactions;
M5.	Use some basic business-related terminologies.



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

PILOs	M1	M2	M3	M4	M5
P1. Show written and oral proficiency in the Portuguese language;					
P2. Identify theories, concepts, and frameworks, and regulations in core areas of international business and trade;	✓		✓		✓
P3. Identify the challenges and opportunities of globalization;					
P4. Characterize the specific realities of the Portuguese Speaking Countries in the domains of history, culture, and economy;					
P5. Consolidate knowledge about the history, culture and economy of China;					
P6. Select and apply business research methods, tools and techniques to support the process of decision making;					
P7. Demonstrate ability to conduct international negotiations;			✓	✓	✓
P8. Promote creativity and innovation in business practices;					
P9. Design unique and original solutions to respond to business problems or opportunities in the domain of international trade;					
P10. Communicate successfully to different audiences;	✓	✓	✓	✓	✓
P11. Work effectively as a team member;					
P12. Demonstrate awareness of the importance of ethical decision making in business;					
P13. Contribute to the launch and management of new ventures;					
P14. Learn continuously in academic and professional contexts.					

MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1.	<input type="checkbox"/> General Course Introduction <input type="checkbox"/> Unit 1 - Ice-breaking task: Write and talk about yourself - Vocabulary: Countries and nationalities - Verb to Be (positive forms)	3
2.	<input type="checkbox"/> Unit 1 - Jobs + Articles with Jobs - Verb to Be (positive and negative short forms) - Verb to Be (personal questions) - Find information from documents	3
3.	<input type="checkbox"/> Unit 2 - Everyday objects - This/That; these/those; possessive's - Have got - Family tree - Talking about 2 of your favorite people	3



Week	Content Coverage	Contact Hours
4.	<input type="checkbox"/> Unit 2 - Talking about 2 of your favorite people - Completing a form - Answering questions	3
5.	<input type="checkbox"/> Unit 3 - Your life - Present simple (positive and negative + questions and short answers) - Telling time	3
6.	<input type="checkbox"/> Unit 3 - Places in a town - Describe your life in Macao / your hometown - World Culture: Indian Railway	3
7	<input type="checkbox"/> Midterm Test - Revision - Midterm	3
8	<input type="checkbox"/> Unit 4 - Likes and Dislikes: Activities - Present Simple (positive and negative + phrased for time and frequency + questions and short answers) - Choose a holiday activity	3
9	<input type="checkbox"/> Unit 4 - Talking about an extra-curricular activity that you can do in Macao - Meeting people - Introducing a friend	3
10	<input type="checkbox"/> Unit 5 - Transport + Transportation in Macao and in the GBA - World travel - Can / Can't: Possibility and ability	3
11	<input type="checkbox"/> Unit 5 - Articles: a / an, the, and no article - World Culture: Race across London - Macao as a destination workplace	3
12	<input type="checkbox"/> Unit 6 - Food and Drink - Countable and uncountable nouns + There is / there are + some and any - Healthy diets	3
13	<input type="checkbox"/> Unit 6 - How much / how many - Food scene in Macao and in the GBA - Describing a favorite place to eat	3
14	<input type="checkbox"/> Unit 6 - Writing about a place to eat - Ordering food and drink - Revision	3
15	<input type="checkbox"/> Final Examination	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	M5
T1. Lectures	✓	✓	✓	✓	✓
T2. Audio/Videos	✓	✓	✓	✓	✓
T3. Role plays	✓	✓	✓	✓	✓
T4. Group Discussions	✓	✓	✓	✓	✓
T5. Group Presentations	✓	✓	—	✓	—

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	M1-5
A2. Class / Group assignments	10	M1,2,4, and 5
A3. Homework assignments	10	M2,4, and 5
A4. Quizzes	10	M1,2, and 4
A5. Midterm test	20	M2,3,4, and 5
A6. Final written examination	40	M2,3,4, and 5

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

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

For more details, see point 5.4 of the University's "Evaluation Strategy" (see https://www.mpu.edu.mo/teaching_learning/pt/assessment_strategy.php).

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 module is 50 or above.

REQUIRED TEXTBOOKS

1. Sarah Cunningham, Peter Moor & Araminta Grace: Cutting Edge Third Edition: Elementary Student's Book with DVD-ROM, Pearson Education Ltd, 2013.
2. Sarah Cunningham, Peter Moor & Araminta Grace: Cutting Edge Third Edition: Elementary Workbook with Key, Pearson Education Ltd, 2013.

REFERENCES

1. Irene Barrall: Market Leader: Elementary Business English Course Book. Longman, 2007.
2. Raymond Murphy & William R. Smalzer: Grammar In Use Intermediate, Cambridge University Press, 2007.
3. Mario Rinvoluceri: Grammar Games: Cognitive, affective and drama activities for EFL students, Cambridge University Press, 1984.
4. Tang Amy, Chan Sandy, Un Winnie: Practice Makes Perfect: A course book for casino English foundation (level 4), Macao Polytechnic Institute, 2009.

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/.