

Macao Polytechnic Institute

School of Arts

Bachelor of Arts in Visual Art

Module Outline

Academic Year 2020/2021 Semester 2

Learning Module	English VI		Class Code	ENGL3102-32A	
Pre-requisite					
Medium of Instruction	English			Credit	2
Lecture Hours	30	Lab/Practice Hours	N/A	Total Hours	30 hrs
Instuctor	Corinna Bramley		E-mail	cebramley@ipm.edu.mo	
Office	Rm. M311, Meng Tak Bldg		Telephone	8599 3171	

Description

This learning module aims to provide students with opportunities to develop confident, accurate use of English for future career needs, including applying for jobs or further education, confidently expressing ideas in writing, and being able to continue developing their English knowledge and use once their formal education has finished.

Learning Outcomes

Upon completion of this module, students are expected to be able to, in English:

- present themselves in writing;
- write accurate, appropriate cover letters, emails, CVs, and other documents;
- find, analyse, and use new vocabulary and grammar according to needs;
- use available resources - paper & electronic - to strength knowledge and use of English;

Content

Week 1	Introduction; Reactivating English
Week 2	Personal Statements
Week 3	Personal Statements
Week 4	Introduction to emails
Week 5	Emails
Week 6	Cover letters
Week 7	Cover letters and emails
Week 8	Introduction to CVs/Resumes
Week 9	CVs/Resumes
Week 10	CVs/Resumes - rules
Week 11	CVs/Resumes - practice
Week 12	Revisiting cover letters/ personal statements
Week 13	Revisiting CVs
	Final Examination

Teaching Method

Classroom teaching and learning will be through a mix of (i) teacher-fronted, structured lessons and class work, including group tasks, authentic reading and listening, grammar and vocabulary input and revision, and in-class language production (writing and speaking); and (ii) student-led communicative simulations and role plays, discussions, and writing tasks.

Attendance

Attendance requirements are governed by the “Academic Regulations Governing Bachelor’s Degree Programmes of Macao Polytechnic Institute”.

Assessment

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

	Item	Description	Percentage
1.	Participation	Continuous assessment	10 %
2.	Personal Statements	Portfolio or Progress Test	10 %
3.	Cover letters	Portfolio or Progress Test	10 %
4.	CVs/Resumes	Portfolio or Progress Test	10 %
5.	CVs/Resumes	Portfolio or Progress Test	10 %
6.	Final Exam	Final Examination	50 %
		Total Percentage:	100 %

In the event that classes are moved online, the participation grade will reflect, amongst other things, timely submission of online tasks and assignments as well participation in online group discussions on Canvas. All Writing Assignments (if online) MUST be submitted via Canvas.

Teaching Material

There is no set text book requirement for this module. Students will be provided with handouts of key materials. Students are required to bring and use a notebook as well as a pen.

A good English-English dictionary is recommended.

Notes:

Assignments

Students will be assigned grammar, vocabulary, reading and other homework during the learning module. These are unassessed, but support the language and skills tested in the final exam.

Students will complete writing assignments both in class, and individually between classes. These are assessed.

Students may participate in communicative simulations and role plays in class. These may be assessed.

All assignments must be a student's own work. Any assignments that are plagiarised or otherwise copied from other students or other sources will be given a mark of zero.

Classroom Rules

- All students are expected to be in the classroom at the start of each lesson.
- Notebooks and pens/pencils are required in all lessons.
- Mobile phones must be “*off*” during lessons, unless their use is expressly authorised.
- Students are responsible for understanding what is covered in this and other information about the learning module, and should ask for clarification from the teacher if they are not clear.