

Macao Polytechnic Institute

School of Applied Sciences

Bachelor of Social Sciences in Sino-Lusophone Trade Relations

Module Outline

Academic Year 2020/2021 Semester 2

Learning Module	English II			Class Code	ENGL1102-125
Pre-requisite (s)	Nil				
Medium of Instruction	English			Credit	3
Lecture Hours	25hrs	Lab/Practice Hours	20 hrs	Total Hours	45 hrs
Instructor	Rufina Chan		E-mail	rufinachan@ipm.edu.mo	
Office	P-LG201, Taipa Campus		Telephone	8893 6158	

Description

This course aims to develop students' English language proficiency through an integrated program of study. Lessons focus on the development of reading, writing, listening, and speaking skills at the intermediate level, while giving systematic attention to grammar and course-related vocabulary. Assessment is based on class participation, discussions, assignments and quizzes, a mid-term test, an oral presentation, and a final examination.

Learning Outcomes

After completing the course, students will be able to:

1. Recognize language features of different text types and employ different reading strategies.
2. Use a wide range of course-related vocabulary at the pre-intermediate level.
3. Demonstrate increasing accuracy in using: (i) modals, (ii) conditionals and (iii) relative clauses, etc.
4. Write simple business correspondences.
5. Develop increasing ability in listening and speaking tasks at the intermediate level.
6. Deliver a 2 minute presentation on course-related topics with clarity.

Content

- Week 1** Making Connections & Networking
Language focus:
- *Discussing the pros and cons*
- *Tenses review*
- *Writing a professional profile*
- Week 2** On Starting a Business & International Design
Language focus:
- *Phrasal verbs*
- *Tenses review*
- *Holding a team meeting, delegating tasks*
- Week 3** Future Lifestyles
Language focus:
- *Making arrangements*
- *Writing emails*
- *Conditionals*
- Week 4** Heritage
Language focus:
- *Making comparisons*
- *-ing vs -ed adjectives*
- *Presentations using visual aids*
- Week 5** Class Presentation
Language focus:
- *Giving opinions*
- *Giving advice and suggestions*
- *Modals*
- Week 6** Making a Business Call
Language focus:
- *Dress codes & attires*
- *Relative clauses*
- Week 7** Telephone English
Language focus:

- *Taking/Leaving a message*
- *Making a reservation*

Week 8 Midterm Test

Week 9 Work styles and careers

Language focus:

- *Dealing with Money*
- *Reading the news*

Week 10 Describing Personal Qualities

Language focus:

- *Personality adjectives*
- *Describing a colleague/peer*
- *Reading the news*

Week 11 Business Letter

Language focus:

- *Different types of business correspondences I*
- *Letter formats*
- *Reading the news*

Week 12 Writing a covering letter

Language focus:

- *Different types of business correspondences II*
- *Punctuation*
- *Reading the news*

Week 13 Consumer Review

Language focus:

- *Writing an effective product review*
- *Conjunctions and linking verbs*

Week 14 Class Discussion & Revision

Teaching Method

Lectures, case studies, reading & discussion, class exercises, oral activities, audio-visual aids, roleplays, etc.

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. Evaluation for this course will be divided into the following components:

Continuous Assessment

Lecture attendance & participation	10%
Assignments	10%
Test(s)	30%
Oral presentation	10%
<u>Final Examination</u>	40%
TOTAL	<u>100%</u>

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 course is 50 or above.

Teaching materials & references

Harding, Keith & Lane, Alastair (2020). *International Express: Intermediate* (3rd ed.) Oxford University Press.

Cunningham, S. & Moor, P. (2004). *New Cutting Edge, Intermediate, Students Book*, Longman.

Mikulecky, Beatrice S. & Jeffries, Linda (2007). *Advanced Reading Power*, Longman.

Ediger, A. & Pavlik, C. (2000). *Reading Connections*. Oxford University Press.

Talbot, Fiona (2009). *How to Write Effective Business English*, Kogan Page.

Strutt, Peter (2010). *Market Leader: Essential Business Grammar and Usage*, Longman.

Strutt, Peter (2010). *Market Leader: Business Grammar and Usage*, Longman.

Cotton, David, Falvey D & Kent, Simon (2006). *Market Leader: Pre-Intermediate Business English*, Longman.

Evans, David & Strutt, Peter (2006) *Powerhouse: An Intermediate Business English Course (Listening & Speaking)*, Longman.

Websites

- English Grammar:

https://www.ilc.cuhk.edu.hk/EN/ENResources.aspx?section=0_0_1_0_3

- Step-by-step lesson plans covering basic survival English:

<http://www.onestopenglish.com/esol/absolute-beginners/>

https://www.bbc.co.uk/learningenglish/english/learning_module/emw

- Online Dictionary:

<https://www.dictionary.cambridge.org>

<https://www.merriam-webster.com/>

- Visual aids:

<https://www.ted.com>

- Complementary readings:

<https://www.bbc.co.uk/learningenglish/english/>

<https://www.newsinlevels.com>

<https://www.tweentribune.com>