

Macao Polytechnic Institute

School of Business

Bachelor of Management

Module Outline

Academic Year 2021/2022 Semester 1

Learning Module	English III	Class Code	ENGL2101-21C		
Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	3
Lecture Hours	45 hrs	Lab/Practice Hours	0 hrs	Total Hours	45 hrs
Instructor	Dr. Carissa Young		E-mail	myyoung@ipm.edu.mo	
Office	Room M545 Meng Tak Building, Main Campus		Telephone	8599-3349	

Description

This is the first of the two intermediate English learning modules. The learning module aims to provide students with the grounding in English necessary in business environments, both social and workplace settings. It will further develop students' use of the four language skills (speaking, listening, reading, and writing) with substantial emphasis being placed on reading and writing skills for business correspondence. The integration of authentic materials also enhances the usefulness of the learning module. Language skills include: describing trends, writing emails and summaries, etc.

Learning Outcomes

After completing the learning module, students will be able to:

1. understand spoken English on business topics covered in the syllabus (in a variety of relatively standard accents) sufficiently and answer factual questions accurately on what they have heard;
2. speak spontaneously, fluently and grammatically for about two minutes and answer simple questions on business topics covered in the syllabus;
3. read texts with various skills such as skimming and scanning on business topics covered in the syllabus, and accurately answer questions on what they have read;
4. use grammar and vocabulary which are reviewed and practised in both spoken and written business contexts covered in the syllabus; and
5. write up grammatically business topics covered in the syllabus using e-mail and formal memo formats.

Content

Topic	Duration
<p>1 Companies (Unit 1)</p> <p>1.1 Course introduction and warm-up activities</p> <p>1.2 Keynotes: Survival of the fittest</p> <p>1.3 Preview: Types of company</p> <p>1.4 Reading & Vocabulary: Company structure: <i>A matter of choice</i></p> <p>1.5 Language check: Present simple and continuous</p> <p>1.6 Vocabulary: Companies and careers</p> <p>1.7 Career Skills & Listening: Talking about your job</p> <p>1.8 Dilemma & Decision: The virtue of necessity</p> <p>1.9 Writing Workshop 1: E-mail</p> <p>1.10 Writing Assignment 1: E-mail (Textbook p.14; Style Guide p.18-19) (Deadline: Fri 10 Sep)</p>	6.0 hours
<p>2 Leadership (Unit 2)</p> <p>2.1 Keynotes: Terrorising the talent</p> <p>2.2 Preview: Management style</p> <p>2.3 Reading, Vocabulary & Speaking: Fear and management: <i>When to terrorize talent</i></p> <p>2.4 Vocabulary: Synonyms; Collocations</p> <p>2.5 Listening & Speaking: HR manager talk</p> <p>2.6 Language focus: Articles</p> <p>2.7 Career skills & Listening: Getting things done</p> <p>2.8 Dilemma & Decision: Mission: Impossible?</p> <p>2.9 In-class Reading Test 1: Unit 2 (Fri 10 Sep)</p>	4.5 hours
<p>3 Strategy (Unit 3)</p> <p>3.1 Keynotes: The big picture</p> <p>3.2 Preview & Listening: Choosing a strategy</p> <p>3.3 Reading & Vocabulary: The Nike strategy: <i>Nike's Goddess</i></p> <p>3.4 Vocabulary: Suffixes</p> <p>3.5 Language check & Listening: Future forms</p> <p>3.6 Career skills: Short presentation</p> <p>3.7 Dilemma & Decision: Harley's Angels</p>	4.5 hours
<p>4 Pay (Unit 4)</p> <p>4.1 Keynotes: Because I'm worth it</p> <p>4.2 Preview & Speaking: The new millionaires</p> <p>4.3 Reading & Vocabulary: Executive pay: <i>The rewards of failure</i></p> <p>4.4 Vocabulary: Multi-part verbs</p> <p>4.5 Listening: Financial analyst talk</p> <p>4.6 Language check: Present perfect and past simple</p> <p>4.7 Career skills & Listening: Evaluating performance</p> <p>4.8 Dilemma & Decision: Success at what price?</p> <p>4.9 In-class Reading Test 2: Unit 4 (Fri 8 Oct)</p>	4.5 hours

Topic	Duration
Revision 1: Units 1-4 (Reviews 1, 2)	1.5 hours
Midterm Exam: Units 1-4 (Fri 22 Oct, 14:30-16:00)	1.5 hours
5 Development (Unit 5) 5.1 Keynotes: Prosperity or preservation? 5.2 Preview & Listening: Economic development 5.3 Reading & Speaking: Development and the environment: <i>Gas for Peru v green imperialism</i> 5.4 Vocabulary: Word Form; Development and environment 5.5 Language check: Modal verbs of likelihood 5.6 Career skills & Listening: Showing cause and effect 5.7 Dilemma & Decision: Striking a balance 5.8 Writing Workshop 2: Formal Memo 5.9 Writing Assignment 2: Formal Memo (Textbook p.48; Style Guide p.22-23) (Deadline: Fri 5 Nov)	6.0 hours
6 Marketing (Unit 6) 6.1 Keynotes: Seducing the masses 6.2 Preview: Brands 6.3 Reading, Speaking & Vocabulary: Marketing brands: <i>Money can buy you love</i> 6.4 Language check: Comparatives and superlatives 6.5 Listening & Speaking: The importance of brands 6.6 Career skills, Listening & Speaking: Considering alternatives 6.7 Dilemma & Decision: A scent of risk	4.5 hours
7 Outsourcing (Unit 7) 7.1 Keynotes: The great job migration 7.2 Preview, Listening & Speaking: Outsourcing 7.3 Reading: Going offshore: <i>The new global shift</i> 7.4 Vocabulary: Offshoring; Collocations 7.5 Language check: Conditionals 1 and 2 7.6 Listening & Speaking: Working in India 7.7 Career skills, Listening: Making & responding to suggestions 7.8 Dilemma & Decision: Going offshore 7.9 In-class Reading Test 3: Unit 7 (Fri 19 Nov)	4.5 hours
Revision 2: Units 5-7 (Reviews 2, 3)	1.5 hours
Listening Assessment: Listening comprehension test on unheard business talks/ interviews/ news stories (Fri 26 Nov)	1.5 hours
Speaking Assessment: Individual talks on the business topics covered in the syllabus (Fri 26 Nov)	1.5 hours
Final Exam: Units 1-7	3.0 hours
TOTAL:	45.0 hours

Teaching Method

Lectures, writing and speaking workshops, listening tasks, in-class discussions, short presentations, language laboratory sessions, and self-accessed online learning of vocabulary and grammar.

Attendance

Attendance requirements are governed by the "Academic Regulations Governing Bachelor's Degree Programmes of Macao Polytechnic Institute". Students who do not meet the attendance requirements for the learning module will not be permitted to sit the final and re-sit examination and shall be awarded an 'F' grade.

Assessment

This learning module is graded on a 100 point scale, with 100 being the highest possible score and 50 being the passing score.

Item	Description	Percentage
Writing Assignments	2 x business writing exercises	10%
Class Participation	Active participation in lectures, discussions, short presentations, and various in-class tasks	10%
Online Quizzes	6 x auto-assessed online quizzes	5%
In-class Reading Tests	3 x in-class reading comprehension tests	5%
Listening Assessment	Listening comprehension test on unheard business talks/ interviews/ news stories	5%
Speaking Assessment	Individual talks on the business topics covered in the syllabus	5%
Midterm Exam	1.5-hour exam on reading, vocabulary, grammar, and listening (topics covered in Units 1-4)	20%
Final Exam	3-hour exam on reading, vocabulary, grammar, and writing (topics covered in Units 1-7)	40%
Total Percentage:		100%

Plagiarism Policy

It is student's responsibility to ensure that his/her assignment has been checked by *Turnitin* software, and the similarity score given by *Turnitin* software cannot be higher than 30%. However, a special case can be determined by the instructor.

Teaching Materials

Textbook

Trappe, T. & Tullis, G. (2018). *Intelligent Business Coursebook with CD-ROM: Intermediate Business English*, Pearson.

Websites

- Module website (integrated with Turnitin): <http://canvas.ipm.edu.mo/>
- The Economist. <http://www.economist.com/>
- Cambridge Dictionary (with Chinese explanations). <http://www.dictionary.cambridge.org/>
- Longman English Dictionary. <http://www.ldoceonline.com/>
- Macmillan Dictionary (with pronunciation). <http://www.macmillandictionary.com/>

Alignment of Programme and Module Intended Learning Outcomes

Bachelor of Management	English III				
	1	2	3	4	5
1. Integrate contemporary Management theories and business disciplines relevant to general business practices.					
2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.					
3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.	✓	✓	✓	✓	✓
4. 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.					
5. 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.					
6. Recommend an appropriate course of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.	✓	✓	✓	✓	✓
7. 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.					

Macao Polytechnic Institute

School of Business

Bachelor of Management

Module Outline

Academic Year 2021/2022 Semester 1

Learning Module	English III	Class Code	ENGL2101-21G		
Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	3
Lecture Hours	45 hrs	Lab/Practice Hours	0 hrs	Total Hours	45 hrs
Instructor	Mr. Sebastien Chan		E-mail	t1376@ipm.edu.mo	
Office	Room B110 Chi Un Building, Main Campus		Telephone		

Description

This is the first of the two intermediate English learning modules. The learning module aims to provide students with the grounding in English necessary in business environments, both social and workplace settings. It will further develop students' use of the four language skills (speaking, listening, reading, and writing) with substantial emphasis being placed on reading and writing skills for business correspondence. The integration of authentic materials also enhances the usefulness of the learning module. Language skills include: describing trends, writing emails and summaries, etc.

Learning Outcomes

After completing the learning module, students will be able to:

1. understand spoken English on business topics covered in the syllabus (in a variety of relatively standard accents) sufficiently and answer factual questions accurately on what they have heard;
2. speak spontaneously, fluently and grammatically for about two minutes and answer simple questions on business topics covered in the syllabus;
3. read texts with various skills such as skimming and scanning on business topics covered in the syllabus, and accurately answer questions on what they have read;
4. use grammar and vocabulary which are reviewed and practised in both spoken and written business contexts covered in the syllabus; and
5. write up grammatically business topics covered in the syllabus using e-mail and formal memo formats.

Content

Topic	Duration
<p>1 Companies (Unit 1)</p> <p>1.1 Course introduction and warm-up activities</p> <p>1.2 Keynotes: Survival of the fittest</p> <p>1.3 Preview: Types of company</p> <p>1.4 Reading & Vocabulary: Company structure: <i>A matter of choice</i></p> <p>1.5 Language check: Present simple and continuous</p> <p>1.6 Vocabulary: Companies and careers</p> <p>1.7 Career Skills & Listening: Talking about your job</p> <p>1.8 Dilemma & Decision: The virtue of necessity</p> <p>1.9 Writing Workshop 1: E-mail</p> <p>1.10 Writing Assignment 1: E-mail (Textbook p.14; Style Guide p.18-19) (Deadline: Sat 11 Sep)</p>	6.0 hours
<p>2 Leadership (Unit 2)</p> <p>2.1 Keynotes: Terrorising the talent</p> <p>2.2 Preview: Management style</p> <p>2.3 Reading, Vocabulary & Speaking: Fear and management: <i>When to terrorize talent</i></p> <p>2.4 Vocabulary: Synonyms; Collocations</p> <p>2.5 Listening & Speaking: HR manager talk</p> <p>2.6 Language focus: Articles</p> <p>2.7 Career skills & Listening: Getting things done</p> <p>2.8 Dilemma & Decision: Mission: Impossible?</p> <p>2.9 In-class Reading Test 1: Unit 2 (Sat 11 Sep)</p>	4.5 hours
<p>3 Strategy (Unit 3)</p> <p>3.1 Keynotes: The big picture</p> <p>3.2 Preview & Listening: Choosing a strategy</p> <p>3.3 Reading & Vocabulary: The Nike strategy: <i>Nike's Goddess</i></p> <p>3.4 Vocabulary: Suffixes</p> <p>3.5 Language check & Listening: Future forms</p> <p>3.6 Career skills: Short presentation</p> <p>3.7 Dilemma & Decision: Harley's Angels</p>	4.5 hours
<p>4 Pay (Unit 4)</p> <p>4.1 Keynotes: Because I'm worth it</p> <p>4.2 Preview & Speaking: The new millionaires</p> <p>4.3 Reading & Vocabulary: Executive pay: <i>The rewards of failure</i></p> <p>4.4 Vocabulary: Multi-part verbs</p> <p>4.5 Listening: Financial analyst talk</p> <p>4.6 Language check: Present perfect and past simple</p> <p>4.7 Career skills & Listening: Evaluating performance</p> <p>4.8 Dilemma & Decision: Success at what price?</p> <p>4.9 In-class Reading Test 2: Unit 4 (Sat 9 Oct)</p>	4.5 hours

Topic	Duration
Revision 1: Units 1-4 (Reviews 1, 2)	1.5 hours
Midterm Exam: Units 1-4 (Sat 23 Oct)	1.5 hours
5 Development (Unit 5) 5.1 Keynotes: Prosperity or preservation? 5.2 Preview & Listening: Economic development 5.3 Reading & Speaking: Development and the environment: <i>Gas for Peru v green imperialism</i> 5.4 Vocabulary: Word Form; Development and environment 5.5 Language check: Modal verbs of likelihood 5.6 Career skills & Listening: Showing cause and effect 5.7 Dilemma & Decision: Striking a balance 5.8 Writing Workshop 2: Formal Memo 5.9 Writing Assignment 2: Formal Memo (Textbook p.48; Style Guide p.22-23) (Deadline: Sat 6 Nov)	6.0 hours
6 Marketing (Unit 6) 6.1 Keynotes: Seducing the masses 6.2 Preview: Brands 6.3 Reading, Speaking & Vocabulary: Marketing brands: <i>Money can buy you love</i> 6.4 Language check: Comparatives and superlatives 6.5 Listening & Speaking: The importance of brands 6.6 Career skills, Listening & Speaking: Considering alternatives 6.7 Dilemma & Decision: A scent of risk	4.5 hours
7 Outsourcing (Unit 7) 7.1 Keynotes: The great job migration 7.2 Preview, Listening & Speaking: Outsourcing 7.3 Reading: Going offshore: <i>The new global shift</i> 7.4 Vocabulary: Offshoring; Collocations 7.5 Language check: Conditionals 1 and 2 7.6 Listening & Speaking: Working in India 7.7 Career skills, Listening: Making & responding to suggestions 7.8 Dilemma & Decision: Going offshore 7.9 In-class Reading Test 3: Unit 7 (Sat 20 Nov)	4.5 hours
Revision 2: Units 5-7 (Reviews 2, 3)	1.5 hours
Listening Assessment: Listening comprehension test on unheard business talks/ interviews/ news stories (Last Lesson)	1.5 hours
Speaking Assessment: Individual talks on the business topics covered in the syllabus (Last Lesson)	1.5 hours
Final Exam: Units 1-7	3.0 hours
TOTAL:	45.0 hours

Teaching Method

Lectures, writing and speaking workshops, listening tasks, in-class discussions, short presentations, language laboratory sessions, and self-accessed online learning of vocabulary and grammar.

Attendance

Attendance requirements are governed by the "Academic Regulations Governing Bachelor's Degree Programmes of Macao Polytechnic Institute". Students who do not meet the attendance requirements for the learning module will not be permitted to sit the final and re-sit examination and shall be awarded an 'F' grade.

Assessment

This learning module is graded on a 100 point scale, with 100 being the highest possible score and 50 being the passing score.

Item	Description	Percentage
Writing Assignments	2 x business writing exercises	10%
Class Participation	Active participation in lectures, discussions, short presentations, and various in-class tasks	10%
Online Quizzes	6 x auto-assessed online quizzes	5%
In-class Reading Tests	3 x in-class reading comprehension tests	5%
Listening Assessment	Listening comprehension test on unheard business talks/ interviews/ news stories	5%
Speaking Assessment	Individual talks on the business topics covered in the syllabus	5%
Midterm Exam	1.5-hour exam on reading, vocabulary, grammar, and listening (topics covered in Units 1-4)	20%
Final Exam	3-hour exam on reading, vocabulary, grammar, and writing (topics covered in Units 1-7)	40%
Total Percentage:		100%

Plagiarism Policy

It is student's responsibility to ensure that his/her assignment has been checked by *Turnitin* software, and the similarity score given by *Turnitin* software cannot be higher than 30%. However, a special case can be determined by the instructor.

Teaching Materials

Textbook

Trappe, T. & Tullis, G. (2018). *Intelligent Business Coursebook with CD-ROM: Intermediate Business English*, Pearson.

Websites

- Module website (integrated with Turnitin): <http://canvas.ipm.edu.mo/>
- The Economist. <http://www.economist.com/>
- Cambridge Dictionary (with Chinese explanations). <http://www.dictionary.cambridge.org/>
- Longman English Dictionary. <http://www.ldoceonline.com/>
- Macmillan Dictionary (with pronunciation). <http://www.macmillandictionary.com/>

Alignment of Programme and Module Intended Learning Outcomes

Bachelor of Accounting	English III				
	1	2	3	4	5
1. Integrate the contemporary theories, principles of accounting and business disciplines relevant to general business practice.					
2. Assess general business scenarios with mathematical and statistical skills.					
3. Apply critical thinking and logical analysis skills and techniques to solve business problems.	✓	✓	✓	✓	✓
4. Interpret and analyze accounting information for internal control, planning, performance evaluation, and coordination to continuously improve business process.					
5. Apply accounting or business software for business analysis.					
6. Develop queries to assess management information from database to improve efficiency and effectiveness.					
7. Synthesize the latest requirement of international accounting and auditing standards in preparing financial statements and auditing reports.					
8. Utilize appropriate written and spoken forms to communicate effectively with stakeholders in various cultural environments.	✓	✓	✓	✓	✓
9. Recommend an appropriate course of action by ethically examining the economic, environmental, political, legal and regulatory contexts of global business practice.					
10. Utilize the latest empirical findings and academic studies to support the recommendation of business projects.					

Bachelor of E-Commerce	English III				
	1	2	3	4	5
1. Demonstrate an understanding of the business processes and operations and the skillful realization of information technologies required to practice electronic commerce;					
2. Apply knowledge in business, mathematics, programming, computing, web development, and database to address complex problems in the context of electronic commerce;					
3. Analyze critically the effect of web technology use on organizational performance and develop electronic commerce strategies that fit organizational objectives;					
4. Select and apply tools and technologies to effectively implement electronic commerce systems in business intelligence, enterprise resources planning, supply chain management, and customer relationship management;					
5. Develop relationships, motivate others, manage conflicts, lead					

changes, and work across differences in multi-disciplinary electronic commerce projects;					
6. Communicate and work effectively using written and spoken word, non-verbal language, and electronic tools with fellow professionals and different stakeholders in the electronic commerce industry;	✓	✓	✓	✓	✓
7. Demonstrate a global electronic commerce perspective as evidenced by an understanding of foreign languages and the role of Macau as an interface between the East and the West;	✓	✓	✓	✓	✓
8. Cope with and manage contemporary advancement related to electronic commerce development and demonstrate lifelong learning attitudes and abilities;					
9. Conduct research and devise innovative electronic commerce models to exploit business opportunities; and					
10. Reflect on professional responsibilities and keep up with the latest electronic commerce issues on legal, environmental, ethical, and societal considerations to benefit society comprehensively.					

Bachelor of Management	English III				
	1	2	3	4	5
1. Integrate contemporary Management theories and business disciplines relevant to general business practices.					
2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.					
3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.	✓	✓	✓	✓	✓
4. 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.					
5. 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.					
6. Recommend an appropriate course of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.	✓	✓	✓	✓	✓
7. 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.					

Bachelor of Business Administration in Marketing	English III				
	1	2	3	4	5
1. Explain the core concepts, values and skills Students are able to apply the marketing principles, concepts, theories in analyzing the changing business environment.					
2. Apply appropriate tools and technologies Students are able to demonstrate using related tools, technology and skills to generate proposals and solutions.	✓				✓
3. Proceed lifelong learning Students are able to apply self and independent learning to leverage learned knowledge in practical life.	✓	✓	✓	✓	✓
4. Adopt leadership approaches Students are able to develop collaborative groups, synergy teams in achieving objectives and shared goals.	✓				
5. Demonstrate and practice legal and ethical values Students are able to identify professional ethics from broad business practices.					
6. Effective communication skills Students are able to communicate and present ideas effectively.	✓	✓	✓	✓	✓
7. Critical thinking Students are able to apply self understanding and analysis of critical perspectives to issues in broad conditions for problem solving.	✓	✓	✓	✓	✓
8. Intercultural competence Students are competent to associate in a diversified social and global community.					