

Macao Polytechnic Institute

School of Business

Bachelor of Management

Module Outline

Academic Year 2021 / 2022

Semester 1

Learning Module	English V	Class Code	ENGL3101-31A		
Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	3
Lecture Hours	45 hrs	Lab/Practice Hours	0 hrs	Total Hours	45 hrs
Instructor	Rosanna Wong		E-mail	t0908@ipm.edu.mo	
Office	Chi Un Building, room B110		Telephone		

Description

This is the first of the two upper-intermediate English courses. The course aims to improve students' use of the four language skills (speaking, listening, reading, and writing), as well as to develop their knowledge of grammar and vocabulary, at the internationally accepted standard of upper intermediate. It focuses on the accurate communication of information in a business environment. The integration of authentic materials also enhances the usefulness of the course. Communication skills include: dealing with communication breakdown; negotiating; handling difficult situations; reaching agreements and presentations, etc.

Learning Outcomes

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

1. formulate active listening tactics to understand spoken English in business meetings, speeches, and presentations;
2. prepare and deliver formal business presentations using visual aids with confidence and poise;
3. utilise reading strategies to convey the meaning of authentic business news and texts;
4. show the ability to use accurate tenses, articles, modal forms, question forms, relative clauses, gerunds, infinitives, adjectives and adverbs in business contexts;
5. demonstrate the ability to use appropriate vocabulary in definitions, metaphors, synonyms, collocations, multi-part verbs, compound nouns, verb-preposition combinations; and
6. compose memos and press releases using standard formats.

Content

Lesson	Topic	Hours
1	1 Alliances (Unit 1)	6.0
2	1.1 Module introduction and warm-up activities	
	1.2 Keynotes – Company bosses on the prowl	
	1.3 Preview & Listening – Mega mergers	
	1.4 Reading – Mergers and acquisitions: <i>Spring in their steps (The Economist)</i>	
	1.5 Vocabulary – Meanings & metaphors	
	1.6 Language Check – Review of tenses	
	1.7 Listening – Speech of a CEO	
	1.8 Career Skills & Speaking – Building relationships	
	1.9 Dilemma & Decision – Breaking the ice	
	1.10 Writing Workshop: Writing business memo	
	1.11 Writing Assignment 1: Business memo (Textbook p.14; Style Guide p.24-25) (Deadline: 29 Wed Sep)	
3	2 Projects (Unit 2)	4.5
4	2.1 Keynotes – Mission to accomplish	
5	2.2 Preview & Listening: Project planning	
	2.3 Reading & Speaking – Managing a project: <i>Up, up and away (The Economist)</i>	
	2.4 Vocabulary – Synonyms & expressions with ‘take’	
	2.5 Language Check – Articles	
	2.6 Career Skills & Speaking – Setting goals	
	2.7 Dilemma & Decision – Test crisis	
	3 Teamworking (Unit 3)	4.5
	3.1 Keynotes – The stuff teams are made of	
	3.2 Preview & Speaking – Team meetings	
	3.3 Reading – Meeting techniques: <i>Think before you meet (The Economist)</i>	
	3.4 Vocabulary – Collocations & multi-part verbs	
	3.5 Reading – Team roles: <i>Team roles are specific and interdependent</i>	
	3.6 Language Check – Modal forms	
	3.7 Career Skills, Listening & speaking – Team building & team players	
	3.8 Dilemma & Decision – Leading the team	
	3.9 In-class Reading Test 1 (29 Wed Sep)	
6	4 Information (Unit 4)	4.5
7	4.1 Keynotes – The real-time economy	
	4.2 Preview, Speaking & Listening – Information flows	
	4.3 Reading – Automating management: <i>How about now? (The Economist)</i>	
	4.4 Vocabulary – Synonyms	
	4.5 Language Check – Question forms	
	4.6 Listening – Interview with an intelligence and security consultant	
	4.7 Career Skills & Listening – Questioning techniques	
	4.8 Dilemma & Decision – Spying on staff (optional)	
	4.9 In-class Reading Test 2 (Wed 13 Oct)	
	Midterm Exam Revision: Units 1-4 (Review 1 & 2)	1.5

Lesson	Topic	Hours
8	Midterm Exam (Units 1-4)	1.5
9	(Session 1: Wed 20 Oct)	
10	5 Technology (Unit 5) 5.1 Keynotes – The pace of change 5.2 Preview – Unique selling features 5.3 Listening& Speaking – Describing features and functions 5.4 Reading& Speaking –Continuous improvement: <i>The march of the mobiles (The Economist)</i> 5.5 Vocabulary –Meanings & compound nouns 5.6 Language Check – Relative clauses 5.7 Career Skills, Listening& Speaking –Briefing 5.8 Dilemma & Decision – Turning ideas into reality 5.9 Writing Workshop 2: Press release 5.10 Writing Assignment 2: Press release (Textbook p. 48; Style Guide p.30-31) (Deadline: Wed 3 Nov)	6.0
11		
<i>Holiday</i> 14 Oct (Thu)		
<i>Holiday</i> 2 Nov (Tue)		
	6 Advertising (Unit 6) 6.1 Keynotes – The power of persuasion 6.2 Preview& Speaking – Advertising media 6.3 Reading – Targeting the audience: <i>The harder hard sell (The Economist)</i> 6.4 Vocabulary – Meanings & Collocations 6.5 Language Check – Gerunds and infinitives 6.6 Speaking& Listening –Talking about adverts 6.7 Career Skills & Listening – Storytelling 6.8 Dilemma & Decision –Danger Zone	4.5
12	7 Brands (Unit 8) 7.1 Keynotes – Keeping it exclusive 7.2 Preview& Listening: Brand awareness 7.3 Reading – The luxury business: <i>Gucci has come through challenging times to see its fortunes rise again (The Economist)</i> 7.4 Vocabulary – Synonyms & verb-preposition combinations 7.5 Language Check – Adjectives & adverbs 7.6 Listening & Speaking – Corporate brands 7.7 Career Skills, Listening & Speaking – Dealing with people at work 7.8 Dilemma & Decision – The two faces of Burberry (optional) 7.9 In-class Reading Test 3 (Wed 17 Nov)	4.5
13		
	Final Exam Revision: Units 5, 6 & 8; Review 2 & 3	1.5
14	Listening Assessment (Session 1: Wed 24 Nov)	3.0
	Speaking Assessment (Session 1&2: Wed 24 Nov)	
	Final Exam: Units 1-6 & 8	3.0
Total Duration		45.0

Teaching Method

Lectures, multimedia instruction using authentic materials, business writing workshops, in-class practice of business meetings, discussions and presentations with feedback, reading and listening comprehension tasks, and self-accessed online learning of grammar and vocabulary.

Attendance

Attendance requirements are governed by the “Academic Regulations Governing Bachelor’s Degree Programmes of Macao Polytechnic Institute”. ***Students must attend at least 70% of their classes.*** Those who do not meet the attendance requirements 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
1.	Class participation	Punctuality, discipline, active participation in lectures, discussion, oral tasks, short presentation, and various in-class tasks	10%
2.	Writing assignments	2 business writing exercises: memo & press release	10%
3.	Online quizzes	6 auto-assessed online quizzes on vocabulary & grammar	5%
4.	Reading tests	3 in-class reading comprehension tests	5%
5.	Listening assessment	Listening comprehension test on unheard business talk/ interview / news story	5%
6.	Speaking assessment	Individual presentation using visual aids	5%
7.	Midterm Exam	1.5-hour exam on reading, vocabulary, grammar, and listening (topics covered in Units 1-4)	20%
8.	Final Exam	3-hour exam on reading, vocabulary, grammar, and writing (topics covered in Units 1-6, 8)	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. (2015). *Intelligent Business Coursebook: Upper Intermediate Business English (with Audio CD)*. Pearson.

References

Websites

- Module website (integrated with Turnitin): ENGL3101 2020/21. <http://canvas.ipm.edu.mo/>
- *The Economist*: <http://www.economist.com/>
- *Macmillan Dictionary* (with pronunciation): <https://www.macmillandictionary.com/>
- *Cambridge English Dictionary*: <https://dictionary.cambridge.org/dictionary/english/>

Alignment of Programme Intended Learning Outcomes (PILOs) and Module Intended Learning Outcomes (CILOs):

Bachelor of Management

PILOs	English V CILOs					
	1	2	3	4	5	6
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.						

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School of Business

Bachelor of Management

Module Outline

Academic Year 2021 / 2022

Semester 1

Learning Module	English V	Class Code	ENGL3101-317		
Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	3
Lecture Hours	45 hrs	Lab/Practice Hours	0 hrs	Total Hours	45 hrs
Instructor	Ms Wendy Chiang In Wa		E-mail	t0996@ipm.edu.mo	
Office	B110, Chi Un Building				

Description

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Learning Outcomes

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

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Content

Lesson	Topic	Hours
1 2	1 Alliances (Unit 1) 1.1 Module introduction and warm-up activities 1.2 Keynotes – Company bosses on the prowl 1.3 Preview & Listening – Mega mergers 1.4 Reading – Mergers and acquisitions: <i>Spring in their steps (The Economist)</i> 1.5 Vocabulary – Meanings & metaphors 1.6 Language Check – Review of tenses 1.7 Listening – Speech of a CEO 1.8 Career Skills & Speaking – Building relationships 1.9 Dilemma & Decision – Breaking the ice 1.10 Writing Workshop: Writing business memo 1.11 Writing Assignment 1: Business memo (Textbook p.14; Style Guide p.24-25) (Deadline: Thu 23 Sep)	6.0
3 4 5	2 Projects (Unit 2) 2.1 Keynotes – Mission to accomplish 2.2 Preview & Listening: Project planning 2.3 Reading & Speaking – Managing a project: <i>Up, up and away (The Economist)</i> 2.4 Vocabulary – Synonyms & expressions with ‘take’ 2.5 Language Check – Articles 2.6 Career Skills & Speaking – Setting goals 2.7 Dilemma & Decision – Test crisis	4.5
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6 7	4 Information (Unit 4) 4.1 Keynotes – The real-time economy 4.2 Preview, Speaking & Listening – Information flows 4.3 Reading – Automating management: <i>How about now? (The Economist)</i> 4.4 Vocabulary – Synonyms 4.5 Language Check – Question forms 4.6 Listening – Interview with an intelligence and security consultant 4.7 Career Skills & Listening – Questioning techniques 4.8 Dilemma & Decision – Spying on staff (optional) 4.9 In-class Reading Test 2 (Thu 7 Oct)	4.5
	Midterm Exam Revision: Units 1-4 (Review 1 & 2)	1.5

Lesson	Topic	Hours
8 <i>Holiday</i> 14 Oct (Thu)	Midterm Exam (Units 1-4) (Session 1: Thu 21 Oct) Make-up Classes on Thu 2 Dec	1.5
9 10 11	5 Technology (Unit 5) 5.1 Keynotes – The pace of change 5.2 Preview – Unique selling features 5.3 Listening& Speaking – Describing features and functions 5.4 Reading& Speaking –Continuous improvement: <i>The march of the mobiles (The Economist)</i> 5.5 Vocabulary –Meanings & compound nouns 5.6 Language Check – Relative clauses 5.7 Career Skills, Listening& Speaking –Briefing 5.8 Dilemma & Decision – Turning ideas into reality 5.9 Writing Workshop 2: Press release 5.10 Writing Assignment 2: Press release (Textbook p. 48; Style Guide p.30-31) (Deadline: Thu 4 Nov)	6.0
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	Final Exam Revision: Units 5, 6 & 8; Review 2 & 3	1.5
14	Listening Assessment (Session 1: Thu 25)	3.0
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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.						