

Macao Polytechnic Institute
School of Business
Bachelor of Management

Module Outline

Academic Year 2021 / 2022

Semester 1

Learning Module	English VII		Class Code	ENGL4101-417	
Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	3
Lecture Hours	45 hrs	Lab/Practice Hours	0 hr	Total Hours	45 hrs
Instructor	Raymond W. Pang		E-mail	t0600@ipm.edu.mo	
Office	Chi Un Building, room B110		Telephone	---	

Description

This is the first of the two advanced level English courses. The course aims to develop the communication skills (speaking, listening, reading, writing) students need to succeed in a professional environment, as well as to broaden their knowledge of the business world. It focuses on developing students' fluency and confidence in using the language of business in a variety of contexts. Special emphasis is also placed on presentations and official correspondence such as composing administrative documents of a technical nature. The integration of authentic materials also enhances the usefulness of the course. Business skills include: networking; telephoning strategies; negotiating; being vague and precise; problem-solving; ethical problem-solving.

Learning Outcomes

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

1. demonstrate accurate understanding of what has been listened to on business topics by answering advanced-level questions;
2. prepare and deliver visual-aided business presentations with appropriate responses in Q & A sessions;
3. use appropriate reading strategies to convey meaning of authentic business articles;
4. show the ability to use contrast and similarity, determiners, continuous forms, paired structures, discourse markers and third conditional in more challenging language contexts;
5. demonstrate the ability to use vocabulary skills in the idiomatic usage of collocations, coined expressions, metaphors, similes, verbs with prefixes and prepositions, idioms, compound nouns, synonyms, adjective with past participle; and
6. write business proposals and summarise published sources effectively to avoid plagiarism.

Content

Lesson	Topic	Hours
1 2	1 HR (Unit 1) 1.1 Module introduction and warm-up activities 1.2 Keynotes: People power 1.3 Preview & Listening: Choosing who to work for 1.4 Reading & Vocabulary: Talent management – <i>Winning the war for talent</i> 1.5 Vocabulary Usage: Collocations with ‘set’ 1.6 Language Check & Practice: Contrast and similarity – single & connected sentences 1.7 Listening: High-potential staff 1.8 Career Skills, Listening & Speaking: Managing appraisals (optional) 1.9 Dilemma & Decision: Getting back on track (optional) 1.10 In-class Reading Test 1 (Sat 11 Sep / Tue 14 Sep / Thu 16 Sep)	6.0
3 4 5 6	2 Organisations (Unit 2) 2.1 Keynotes: More like orchestras than armies 2.2 Preview & Listening: The deskless CEO 2.3 Reading & Vocabulary: The business model for the 21st century – <i>Making Music</i> 2.4 Vocabulary & Usage: Coined expressions; Metaphors and similes 2.5 Language Check & Practice: Determiners 2.6 Career Skills, Listening & Speaking: Team building 2.7 Dilemma & Decision: Bullies on the team (optional)	4.5
	3 Writing Workshop: How to avoid plagiarism? 3.1 What is plagiarism? 3.2 Forms of plagiarism 3.3 Internet plagiarism 3.4 Safe practice: Quoting; Paragraphing; Summarising 3.5 Citing published sources in graduation reports 3.6 Writing Assignment 1: Summarising published sources (Deadline: Tue 5 Oct / Thu 7 Oct / Sat 9 Oct)	3.0
	4 Change (Unit 3) 4.1 Keynotes: Meeting the change challenge 4.2 Preview & Listening: How do you react to change? 4.3 Reading & Vocabulary: Italian change champions – <i>A sweet success</i> 4.4 Vocabulary & Usage: Prefixes with verbs; Idioms with ‘track’ 4.5 Listening: A framework for change 4.6 Language Check & Practice: Continuous forms 4.7 Career Skills & Listening: Managing resistance to change 4.8 Dilemma & Decision: The disorganised organisation (optional) 4.9 In-class Reading Test 2 (Tue 5 Oct / Thu 7 Oct / Sat 9 Oct)	4.5

Lesson	Topic	Hours
7	5 Start-ups (Unit 6)	6.0
8	5.1 Keynotes: Going into business	
9	5.2 Preview: New ideas	
	5.3 Reading & Vocabulary: Setting up – <i>Spreading the word</i>	
	5.4 Vocabulary & Usage: Verbs with prepositions; Expressions with ‘and’	
	5.5 Listening: The birth of a business	
	5.6 Language Check & Practice: Third conditional	
	5.7 Career Skills, Listening & Speaking: Pitching– presenting business ideas	
	5.8 Dilemma & Decision: Finding the funds	
	5.9 Writing Workshop: Proposing business ideas	
	5.10 Writing Assignment 2: Proposing business ideas (Textbook p. 68) (Deadline – Tue 9 Nov / Thu 11 Nov / Sat 13 Nov)	
	Revision for midterm exam (Units 1-3, Review 1)	1.5
	Midterm Exam (Units 1-3) (Session 1: Tue 12 Oct / Sat 16 Oct / Thu 21 Oct)	1.5
10	6 Responsibility (Unit 4)	4.5
11	6.1 Keynotes: Better business	
12	6.2 Preview & Listening: Business and the community	
	6.3 Reading & Vocabulary: Business principles – <i>Just good business</i>	
	6.4 Vocabulary & Usage: Compound nouns; Synonyms	
	6.5 Listening: Making the commitment	
	6.6 Language Check & Practice: Paired structures; Paired comparatives	
	6.7 Career Skills, Listening & Speaking: Taking responsibility (optional)	
	6.8 Dilemma & Decision: Called to account (optional)	
	6.9 In-class Reading Test 3 (Tue 16 Nov / Thu 18 Nov / Sat 20 Nov)	
	7 Governance (Unit 5)	4.5
	7.1 Keynotes: Taking charge	
	7.2 Preview: The role of committees	
	7.3 Listening, Reading & Vocabulary: Corporate governance in Japan – <i>Message in a bottle of sauce</i>	
	7.4 Vocabulary & Usage: Adjective + past participle; Idioms	
	7.5 Listening: The great pay debate	
	7.6 Language Check & Practice: Discourse markers	
	7.7 Career Skills, Listening & Speaking: Presenting arguments	
	7.8 Dilemma & Decision: When to listen to the shareholders (optional)	
13	8 Speaking Workshop: Business presentations using visuals with Q & A	3.0
	8.1 Structure of presentations	
	8.2 Effective presentation: Verbal and non-verbal language	
	8.3 Visuals: Types, design and effective use	
	8.4 Q & A sessions: Professional practice	
	8.5 Rehearsal of business presentations using visuals	
	Revision for final exam (Units 4-6, Review 2)	
14	Listening Assessment (Session 1: Tue 23 / Thu 25 / Sat 27 Nov)	3.0
	Speaking Assessment (Session 1 & 2: Tue 23 / Thu 25 / Sat 27 Nov)	
	Final Exam: Units 1-6	3.0
	Total Duration	45.0

Teaching Method

Lectures, writing and speaking workshops, multimedia instruction, group and pair discussions, in-class reading and listening, 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	10 %
3.	Online quizzes	5 auto-assessed online quizzes	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	Business presentation using visuals aids with Q & A	5 %
7.	Midterm Exam	1.5-hour exam on reading, vocabulary, grammar, and listening (topics covered in Units 1-3)	20 %
8.	Final Exam	3-hour exam on reading, vocabulary, grammar, and writing (topics covered in Units 1-6)	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 Material(s)

Textbook Trappe, T. & Tullis, G. (2016). *Intelligent Business: Advanced Business English Coursebook (with CD Pack)*, Pearson Education Ltd.

Reference

Reference book(s)

- Gallo, C. (2010). *The presentation secrets of Steve Jobs [electronic resource]*. New York: McGraw-Hill.
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- Neville, C. (2010). *The complete guide to referencing and avoiding plagiarism (2nd ed.)*. Maidenhead: Open University Press.

Websites

- Module website (integrated with Turnitin): *ENGL4101 2020/21*. <http://canvas.ipm.edu.mo/>
- *The Economist*. <http://www.economist.com/>
- *Cambridge English Dictionary*: <https://dictionary.cambridge.org/dictionary/english/>
- *Macmillan Dictionary* (with pronunciation): <http://www.macmillandictionary.com>

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

Bachelor of Management

PILOs	English VII 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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Medium of Instruction	English			Credit	3
Lecture Hours	45 hrs	Lab/Practice Hours	0 hr	Total Hours	45 hrs
Instructor	Rosanna Wong		E-mail	t0908@ipm.edu.mo	
Office	Chi Un Building, room B110		Telephone		

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8				
9				
<i>Holiday</i> 14 Oct (Thu)				
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11				
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