

Macao Polytechnic Institute

School of Business

Bachelor of Accounting

Module Outline

Academic Year 2020/ 2021 Semester 1

| | | | | | |
|------------------------------|---------------------------------------|-----------------------------|------------------|--------------------|--------|
| Learning Module | English III | Class Code | ENGL2101 -21F | | |
| 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 Sarah Ip | E-mail | wsip@ipm.edu.mo | | |
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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: Mon 21 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 (Mon 12 Oct)</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 (Mon 19 Oct)</p> | 4.5 hours |

| Topic | Duration |
|---|-------------------|
| Revision 1: Units 1-4 (Reviews 1, 2) | 1.5 hours |
| Midterm Exam: Units 1-4 (Week 10: First Session, Mon 9 Nov) | 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: Mon 16 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 6.8 In-class Reading Test 3: Unit 6 (Mon 23 Nov) | 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 | 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.

References

- Course website (integrated with Turnitin): <http://canvas.ipm.edu.mo/>
- Textbook companion website. <http://www.intelligent-business.org/>
- The Economist website. <http://www.economist.com/>
- *Longman English Dictionary*. <http://www.ldoceonline.com/>
- *Macmillan Dictionary* (with pronunciation). <http://www.macmillandictionary.com/>

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

| Bachelor of Accounting PILOs | English III CILOs | | | | |
|--|--------------------------|----------|----------|----------|----------|
| | 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. | | | | | |