

# Macao Polytechnic Institute

## School of Business

### Bachelor of Accounting

#### Module Outline

Academic Year 2020 / 2021 Semester 1

<b>Learning Module</b>	English for Professional Purposes I	<b>Class Code</b>	ENGL4111-411		
<b>Pre-requisite(s)</b>	Nil				
<b>Medium of Instruction</b>	English			<b>Credit</b>	3
<b>Lecture Hours</b>	45 hrs	<b>Lab/Practice Hours</b>	0 hr	<b>Total Hours</b>	45 hrs
<b>Instructor</b>	Dr Francine Pang		<b>E-mail</b>	francinepang@ipm.edu.mo	
<b>Office</b>	M545, Meng Tak Building, Main Campus		<b>Telephone</b>	8599-3289	

#### Description

This course focuses on advanced reading and writing skills in business communications. It covers audience analysis, purpose, message, and gives students plenty of opportunities to compose memos, letters, and formal reports for a variety of work situations. Students will also learn how to proofread business documents to ensure that they are clear, correct, concise, complete, consistent and courteous.

#### Learning Outcomes

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

1. identify the target audience, genre, goal, etc. of professional English writings;
2. summarise published sources in concise and clear English without plagiarising;
3. compose effective CVs in applying for professional positions;
4. rewrite common technical and legal English (e.g. in audit reports, etc.) in plain English for lay audience;
5. select and reorganise key content points in business texts using reading skills; and
6. evaluate, proofread and edit business writings for higher accuracy and clarity.

## Content

Date	Topic	Hours
10 Sep	<ul style="list-style-type: none"> <li>• <b>Preliminaries: Recap of English for Business</b></li> <li>• <i>Pre-test</i></li> </ul> <hr/> <p><b>1. Stages of Professional English Writing</b></p> <ul style="list-style-type: none"> <li>• Reading: Professional focus business writing for accountants</li> <li>• Reading skills: Taking notes while reading, identifying genre, style, tone, etc.</li> <li>• Writing skills: The stages of effective professional writing</li> <li>• Practice: Writing about English requirements of accounting-related jobs</li> </ul>	3.0
17 Sep	<p><b>2. Use of Published Sources in Writing</b></p> <ul style="list-style-type: none"> <li>• Reading: Journal article on business students' understanding of plagiarism</li> <li>• Writing skills: Summarising without plagiarising               <ul style="list-style-type: none"> <li>○ Definition of plagiarism</li> <li>○ Quoting, paraphrasing, summarising</li> <li>○ Citing sources in professional writing: APA style etc.</li> </ul> </li> <li>• Practice: Writing 1-sentence summaries, in-text citations and references</li> </ul>	3.0
24 Sep <b>1 Oct</b> <i>Holiday</i>	<p><b>3. English Writing for Job Applications</b></p> <ul style="list-style-type: none"> <li>• Reading: Job advertisements, Cover letters &amp; CVs for accounting-related jobs</li> <li>• Reading skills: Audience analysis</li> <li>• Writing skills: Writing a curriculum vitae for job applications               <ul style="list-style-type: none"> <li>○ Writing a professional summary statement</li> <li>○ Listing work experience and education background in logical order</li> <li>○ Writing contact addresses and reference sections professionally</li> </ul> </li> <li>• Practice: Writing different parts of a CV in standard format</li> <li>• <b>Writing Assignment 1: CV for professional positions – 1st draft (Deadline: 22 Oct)</b> <i>[Note: 2nd draft to be written and used in ENGL4112]</i></li> </ul>	6.0
8 Oct 15 Oct	<p><b>4. English in Contemporary Business Environment</b></p> <ul style="list-style-type: none"> <li>• Reading: WTO, news, social media - Developed vs. developing economies</li> <li>• Reading skills: Inferring meaning from context, increasing vocabulary</li> <li>• Writing skills: Summarising ideas from different sources; facts vs. opinions</li> <li>• Practice: Summarising facts and expressing opinions on an issue</li> <li>• <b>Quiz 1 (15 Oct)</b></li> </ul>	6.0
22 Oct 29 Oct	<p><b>5. Plain English for Professional Purposes</b></p> <ul style="list-style-type: none"> <li>• Reading: The SEC Plain English Handbook, Plain English examples and sample analyses, Federal plain language guidelines</li> <li>• Reading skills: Identifying formal vs. informal English, jargon, audiences</li> <li>• Writing skills: Writing in plain English               <ul style="list-style-type: none"> <li>○ Reorganising documents</li> <li>○ Writing clear, concise, and comprehensible sentences</li> <li>○ Using suitable layout for reports, summaries, etc.</li> </ul> </li> <li>• Practice: Analysing and rewriting documents in plain English for lay audience</li> <li>• <b>Writing Assignment 2 (1st draft): Summary of professional writings (Deadline: 12 Nov)</b></li> <li>• <b>Review 1</b></li> </ul>	6.0

Date	Topic	Hours
5 Nov	<b>Midterm Exam:</b> Reading comprehension and summary writing ( <b>Topics 1-5</b> ) <i>(5 Nov, first session)</i>	1.5
5 Nov 12 Nov	<b>6. Transnational Tax Issues</b> <ul style="list-style-type: none"> <li>• Reading: European ‘tax havens’, Comparative tax requirements in UK/US</li> <li>• Reading skills: Identifying Legal English; comparing ideas in documents</li> <li>• Writing skills: Rewriting legal English in plain English for lay audience <ul style="list-style-type: none"> <li>○ Writing clearly in short paragraphs</li> <li>○ Using headings and lists in summaries</li> </ul> </li> <li>• Practice: Summarising two or more documents in a memo/ letter</li> <li>• <b>Quiz 2 (12 Nov)</b></li> </ul>	4.5
19 Nov 26 Nov	<b>7. Financial Risks and Auditing Fraud</b> <ul style="list-style-type: none"> <li>• Reading: World Bank - financial risks of the Belt-and-Road Initiative, report on auditing fraud</li> <li>• Reading skills: Identifying key information in charts and tables</li> <li>• Writing skills: Summarising figures in business writing <ul style="list-style-type: none"> <li>○ Describing charts/ tables clearly</li> <li>○ Evaluating, proofreading and editing</li> </ul> </li> <li>• Practice: Summarising part of an audit report in plain English</li> </ul>	6.0
	<ul style="list-style-type: none"> <li>• Self and peer Feedback on 1st draft of Writing Assignment 2</li> <li>• <b>Writing Assignment 2 (2nd draft):</b> <i>Summary of professional writings (Deadline: 3 Dec)</i></li> </ul>	
3 Dec 10 Dec	<b>8. Regional and International Business Trends and Issues</b> <ul style="list-style-type: none"> <li>• Reading: PwC - global impact of automation, money laundering in HK/Macau</li> <li>• Reading skills: Identifying facts vs. opinions, main vs. supporting ideas</li> <li>• Writing skills: Putting it together <ul style="list-style-type: none"> <li>○ Rewriting summaries for various purposes in different media/ genre</li> <li>○ Testing readability of summaries</li> </ul> </li> <li>• Practice: Revising and improving previously written summaries</li> </ul>	6.0
	<ul style="list-style-type: none"> <li>• <b>Review 2</b></li> <li>• <b>Post-test: Quiz 3 (10 Dec)</b></li> </ul>	
	<b>Final Exam:</b> Reading comprehension and summary writing (Topics 1-8)	3.0
	<b>Total Duration</b>	<b>45.0</b>

### Teaching Method

PowerPoint presentations; in-class reading and writing tasks; planning, preparation, drafting and correction tasks; pair collaboration on editing and correction of drafts; in-class quizzes; online vocabulary and grammar revision exercises; and coursework writing assignments. Students will be required to consolidate ideas from different sources and use their own language to complete writing tasks *without* being given any prompts.

## 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 for the course 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.

	<b>Item</b>	<b>Description</b>	<b>Percentage</b>
1.	Writing Assignments	Curriculum Vitae for professional positions (1st draft) Summary of professional writings (1st & 2nd drafts)	5% 10%
2.	Class Participation	Active participation in lectures and in-class practice tasks	10%
3.	Quizzes	In-class reading and summary writing tests (3 quizzes)	15%
4.	Midterm Exam	1.5-hour exam on reading comprehension and summary writing	20%
5.	Final Exam	3-hour exam on reading comprehension and summary writing	40%
<b>Total Percentage:</b>			<b>100 %</b>

## 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)

There is **no** prescribed course textbook.

All materials will be provided as handouts. Links to copyrighted materials are available at the course website <http://canvas.ipm.edu.mo> for student’s personal reference.

## Reference

- Macmillan Dictionary and Thesaurus (with pronunciation) <http://www.macmillandictionary.com/>
- Purdue Online Writing Lab [http://owl.purdue.edu/owl/purdue\\_owl.html](http://owl.purdue.edu/owl/purdue_owl.html)
- Writing Guide for Accounting Students <http://www.accounting.com/resources/writing-guide/>
- Longman Business English Dictionary (available in Library Reference Collection)
- <https://www.ft.com/>
- <http://www.economist.com>

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

### Bachelor of Accounting

PILOs	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.					