Macao Polytechnic Institute

School of Business

Bachelor of Accounting

Module Outline

Academic Year   2020 / 2021   Semester   2

Learning Module	English for Professional Purpose II		**Class Code**	ENGL4112-421	
Pre-requisite(s)	ENGL4111				
Medium of Instruction	English			**Credit**	3
Lecture Hours	45 hrs	**Lab/Practice Hours**	0 hrs	**Total Hours**	45 hrs
Instructor	Dr. Young Ming Yee Carissa		**E-mail**	myyoung@ipm.edu.mo	
Office	M545, Meng Tak Building, Main Campus		**Telephone**	8599-3349	

Description

This course focuses on advanced listening and oral skills in business communications. It aims to develop students' confidence in formal business settings with effective presentation skills covering a variety of business reporting and meetings. Students will also learn how to moderate a multiple-speaker presentation. Special attention will be paid to cross-cultural communication and ethical issues.

Learning Outcomes

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

1. formally introduce business conference speakers by appropriately summarising CV data;
2. construct an agenda for a formal business meeting;
3. chair both formal and less formal meetings and introduce the objectives of any meeting, using both oral and written agendas where appropriate;
4. report back orally on meetings and interviews by summarising the main points of business;
5. interview and be interviewed in professional employment situations;
6. communicate effectively with non-professional audiences using video and paper-based CVs for job applications;
7. participate in panel discussions in different roles;
8. answer advanced-level questions on and summarise orally and/or in writing audio content heard.

Content

Date	Topic	Hours
21 Jan 28 Jan	• **Introduction and warm-up tasks** • **Pre-test** **1. The Sounds of English** • The consonant and vowels of English • International Phonetic Alphabets • Common pronunciation problems • Accuracy vs fluency • Concept of connected speech • Practice: Recorded speech	6.0
4 Feb	**2. Speaking Skills** • Self and third-party introductions • Formal introductions: etiquette rules • Formal introduction of conference speaker • Formal vs informal spoken English • Practice: Recorded conversations	3.0
25 Feb 4 Mar	**3. Language in meetings** • Writing: agenda and minutes writing • Speaking: Language use at meeting: - Chairperson, participant, secretary - Negotiating at meetings - Team meeting skills • Listening: Participating in a meeting • Practice: Mock meetings • **Quiz 1 (4 Mar)**	6.0
11 Mar 18 Mar 25 Mar 8 Apr	**4. Employment Communication** • Job interview process: Individual and group interviews • Language of job interviewers and interviewees • Listening: Preparing Video CVs for job applications • Speaking: Role-play of shortlisting meeting • **Speaking Assignment 1: Video CV (Online Submission Deadline: 1 Apr)** • **Teacher and Peer Feedback on Speaking Assignment 1 (8 Apr)** • **Review 1**	12.0
1 Apr	**Midterm Exam:** Listening comprehension and speaking (Topics 1-4)	3.0

Date	Topic	Hours
15 Apr 22 Apr 29 Apr	**5. Business Presentations and Panel Discussions** • Listening skills: Rhetorical techniques: emphases and review • Demonstrations of famous business presenters • Structure of effective business presentations • Delivery skills • Effective use of visuals • Practice: Recorded business presentations • **Speaking Assignment 2: Business Presentation with visuals (29 Apr)** • **Teacher and Peer Feedback on Speaking Assignment 2**	9.0
6 May	• **Review 2** • **Post-test: Quiz 2**	3.0
	Final Exam: Listening comprehension and speaking (Topics 1-5)	3.0
	Total Duration	**45.0**

Teaching Method

Lectures, online resources, group discussions, mock meeting, interview and panel discussion; recorded and live presentations, and module website for e-learning.

Attendance

Attendance requirements are governed by the "Academic Regulations Governing Bachelor's Degree Programmes of Macao Polytechnic Institute".

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.	Speaking Assignments	2 speaking assignments: video CV & businsess presentation with visuals	20%
2.	Class Participation	Active participation in lectures and in-class practice tasks	10%
3.	Quizzes	2 in-class listening and speaking quizzes	10%
4.	Midterm Exam	1.5-hour exam on listening comprehension and speaking	20%
5.	Final Exam	3-hour exam on listening comprehension and speaking	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)
There is **no** prescribed course textbook. All materials will be provided as handouts or online as hyperlinks on the Canvas homepage.

References

Reference books
- Beebe, S. (2015). *Public speaking: an audience-centered approach* (9th ed.). Pearson.
- Hughes, J. & Naunton, J. (2017). *Business Result* (2nd ed.). Oxford University Press.
- Verderber, R. (2015). *The challenge of effective speaking in a digital age*. (16th ed.). Cengage Learning.

Websites and dictionaries
- ENGL4112 module website. https://canvas.ipm.edu.mo/
- Macmillan Dictionary (with pronunciation) http://www.macmillandictionary.com/
- BBC Learning English http://www.bbc.co.uk/learningenglish/

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.					