

# Macao Polytechnic Institute

## School of Business

### Bachelor of E-Commerce / Bachelor of Management /

### Bachelor of Accounting

#### Module Outline

Academic Year 2020 / 2021

Semester 2

<b>Learning Module</b>	Putonghua II	<b>Class Code</b>	MAND1102-126/128/329		
<b>Pre-requisite(s)</b>	MAND1101				
<b>Medium of Instruction</b>	Putonghua			<b>Credit</b>	3
<b>Lecture Hours</b>	45 hrs	<b>Lab/Practice Hours</b>	0 hrs	<b>Total Hours</b>	45 hrs
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#### 學科單元概論

本學科單元是普通話 I 的進階課，主要指導學生全面、正確掌握普通話的語音知識，以具有實踐性和應用性的聽說訓練為主旨，藉此提高學生的普通話口頭表達能力，并幫助學生辨別粵方言和普通話的異同，了解普通話的發音規律、音節特點和讀寫規則，有效運用標準普通話進行日常交流。

#### 學習目標

修習完此學科單元後，學生將能夠：

1. 掌握漢語拼音的拼寫規則；
2. 了解普通話的基本發音規律；
3. 辨識文字與音節之間的對應關係；
4. 消除方言造成的語音和語用偏誤；
5. 清晰流暢地應用普通話表情達意。

## 教學內容

1. 進一步規範普通話的語音：聲母、韻母、聲調、變調、輕聲、及兒化韻的發音；
2. 學習教科書及參考書中教師指定的學習材料，強化粵方言和普通話的對比練習；
3. 學習教師設計的輔助練習材料：詩歌、短小故事、小品、視聽片段以及演講等。

### 第一單元 3 課時

導論：介紹課程目的、教學計畫、課堂要求及考試事項等

語音：聲調辯證（1）第一聲和第四聲

課文：第一課《香港景點》

會話：澳門的旅遊景點

### 第二單元 3 課時

語音：聲調辯證（2）第二聲和第三聲

課文：第二課《美食天堂》

會話：澳門的美食介紹

### 第三單元 3 課時

語音：聲母辯證（1） zh ch sh ; z c s ; j q x

課文：第三課《看病》

會話：表演小品“看病”

### 第四單元 3 課時

語音：聲母辯證（2） n l ; y w ; f h

課文：第四課《運動與休息》

會話：養生之道

### 第五單元 3 課時

語音：韻母辯證（1）寬窄複韻母；

課文：第五課《談衣服》

會話：介紹穿衣之道

### 第六單元 3 課時

語音：韻母辯證（2）前鼻韻母和後鼻韻母

課文：第六課《在海關》

會話：表演小品“過關”

### 第七單元 3 課時

期中報告（口試）

第八單元 3 課時

語音：輕聲

課文：第七課《香港的天氣》

會話：中國的氣候

短片：全球暖化的危機

第九單元 3 課時

語音：兒化韻

課文：第八課《電視節目》

會話：相聲“話說兒化韻”

第十單元 3 課時

語音：中文拼音拼寫規則

課文：第九課《過春節》

會話：中國的年節習俗

第十一單元 3 課時

語音：異音字

課文：第十課《成語故事》

會話：成語故事

第十二單元 3 課時

語音：粵方言和普通話的詞語差異(1)

課文：第十一課《應聘》

會話：自我介紹

第十三單元 3 課時

語音：粵方言和普通話的詞語差異(2)

課文：第十二課《香港行政區劃》

會話：澳門行政區劃

第十四單元 3 課時

復習

期末考試（筆試）

第十五單元 3 課時

期末考試（口試）

## 教學方法

以精講多練為原則，以聽說活動組織教學，結合多樣化的練習和習作，帶動學生儘量直接而有效地參與到聽說讀寫的普通話學習中。

1. 課前，師生進行日常用語、時事新聞、文學藝術話題的交流；
2. 課堂上，精講多練，師生互動，學生互動；
3. 課後，要求學生多讀多練、準備精彩的對話和朗誦演講內容。

## 考勤要求

按《澳門理工學院學士學位課程教務規章》規定執行。

## 評分標準

採用 100 分制評分：100 分為滿分，50 分為合格。

	項目	說明	百分比
1.	課堂表現	出席率、朗讀、會話、作業	25 %
2.	期中報告	口試	25 %
3.	期末考試	口試	25 %
4.	期末考試	筆試	25 %
		共	100 %

學生在本學期的學習中，必須參加課堂會話活動和期中專題報告，以鍛煉其普通話聽說能力。

## 教材

### 課本

香港普通話研習社 2002 年 2 月第二版《普通話第二冊》  
(香港普通話研習社出版 ISBN962-7231-21-5)

## 參考材料

### 參考書

1. 雍梓棕編著，2008 年 12 月第一版《港澳普通話考試標準暨訓練手冊》  
(廣西人民出版社 ISBN978-7-219-06500-6)
2. 國家語言文字工作委員會普通話培訓測試中心編制 2008《普通話水準測試實施綱要》(北京商務印書館出版 ISBN7-100-03996-7/H.995)

## Plagiarism policy

When a student submits an assignment, s/he has a duty to ensure that her/his assignment has been checked by Turnitin software, and the similarity score given by Turnitin cannot be higher than 30%. However, a special case can be determined by the instructor.

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

### Bachelor of Accounting

PILOs	CILOs			
	1	2	3	4
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.				

## Bachelor of E-Commerce

PILOs	CILOs			
	1	2	3	4
1. Demonstrate an understanding of the business processes and operations and the skillful realization of information technologies required to practice electronic commerce;				
2. Apply knowledge in business, mathematics, programming, computing, web development, and database to address complex problems in the context of electronic commerce;				
3. Analyze critically the effect of web technology use on organizational performance and develop electronic commerce strategies that fit organizational objectives;				
4. Select and apply tools and technologies to effectively implement electronic commerce systems in business intelligence, enterprise resources planning, supply chain management, and customer relationship management;				
5. Develop relationships, motivate others, manage conflicts, lead changes, and work across differences in multi-disciplinary electronic commerce projects;				
6. Communicate and work effectively using written and spoken word, non-verbal language, and electronic tools with fellow professionals and different stakeholders in the electronic commerce industry;	✓	✓	✓	✓
7. Demonstrate a global electronic commerce perspective as evidenced by an understanding of foreign languages and the role of Macau as an interface between the East and the West;	✓	✓	✓	✓
8. Cope with and manage contemporary advancement related to electronic commerce development and demonstrate lifelong learning attitudes and abilities;				
9. Conduct research and devise innovative electronic commerce models to exploit business opportunities; and				
10. Reflect on professional responsibilities and keep up with the latest electronic commerce issues on legal, environmental, ethical, and societal considerations to benefit society comprehensively.				

## Bachelor of Management

PILOs	CILOs			
	1	2	3	4
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.				