

# Macao Polytechnic Institute

## School of Business

### Bachelor of Management

#### Module Outline

Academic Year 2020 / 2021 Semester 2

<b>Learning Module</b>	English IV			<b>Class Code</b>	ENGL2102-22C
<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 hrs	<b>Total Hours</b>	45 hrs
<b>Instructor</b>	Mr. Quinton Tang		<b>E-mail</b>	t1296@ipm.edu.mo	
<b>Office</b>	B110, Chi Un Building, Main Campus		<b>Telephone</b>		

#### **Description**

This is the second of the two intermediate English courses. The course 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, writing) with substantial emphasis being placed on familiarizing students with English in terms of using the language in their future business-careers. It also prepares students for Upper-intermediate level courses. Language skills include: words and expressions to describe innovations; words for talking about quality control and customer service; writing letters, short articles and press releases, etc.

#### **Learning Outcomes (CILOs)**

After completing this course, students are expected to be able at intermediate level to:

1. speak spontaneously on business topics and deliver short business presentations in pairs or small groups;
2. understand spoken English on business topics covered in the syllabus and answer factual questions accurately on what they have heard;
3. develop various skills such as skimming and scanning to read business topics covered in the syllabus, and accurately answer questions on what they have read;
4. show the ability to use vocabulary and grammar skills reviewed and practised in both spoken and written business contexts covered in the syllabus; and
5. write short reports and formal business letters on topics covered in the syllabus.

## Content

Topic	Duration
<p><b>1. Finance (Unit 8)</b></p> <p>1.1 Course introduction and warm-up activities</p> <p>1.2 Keynotes: The bottom line</p> <p>1.3 Preview, Listening &amp; Speaking: The Profit and Loss Account</p> <p>1.4 Listening: Creative accounting</p> <p>1.5 Reading, Speaking &amp; Vocabulary: Corporate governance: <i>Europe's Enron</i></p> <p>1.6 Language check: Adjectives and adverbs</p> <p>1.7 Career Skills &amp; Listening: Referring to visuals</p> <p>1.8 Dilemma &amp; Decision: Counting the costs</p>	4.5 hours
<p><b>2. Recruitment (Unit 9)</b></p> <p>2.1 Keynotes: Hiring for the future</p> <p>2.2 Preview, Listening &amp; Speaking: The application process</p> <p>2.3 Reading, Speaking &amp; Vocabulary: Speed hiring: <i>A full house</i></p> <p>2.4 Vocabulary: Word-building</p> <p>2.5 Language check: Relative pronouns</p> <p>2.6 Listening: The Curriculum Vitae (CV)</p> <p>2.7 Career skills &amp; Speaking: Smalltalk</p> <p>2.8 Dilemma &amp; Decision: The Bellagio interview</p> <p>2.9 <b>In-class Reading Test 1 – Unit 9 (Week 4: Feb 22 - Feb 27)</b></p>	4.5 hours
<p><b>3. Counterfeiting (Unit 10)</b></p> <p>3.1 Keynotes: The globalisation of deceit</p> <p>3.2 Preview &amp; Listening: The universal crime?</p> <p>3.3 Reading: Copyright infringement: <i>Imitating property is theft</i></p> <p>3.4 Vocabulary: Counterfeiting; Prefixes</p> <p>3.5 Language check: Conditionals 1-3</p> <p>3.6 Listening &amp; Speaking: The music industry</p> <p>3.7 Career skills: Giving reasons</p> <p>3.8 Dilemma &amp; Decision: The Golden Couple</p> <p>3.9 <b>Writing Workshop 1: Short report</b> (Textbook p. 92, Style Guide p.26-27)  <b>Submission deadline of Writing Assignment 1 (Week 7: Mar 15 - Mar 20)</b></p> <p>3.10 <b>In-class Reading Test 2 – Unit 10 (Week 6: Mar 8 - Mar 13)</b></p>	6.0 hours
<p><b>4. Markets (Unit 11)</b></p> <p>4.1 Keynotes: The people's company</p> <p>4.2 Preview: Types of markets</p> <p>4.3 Reading: The electronic markets: <i>Going, going, gone?</i></p> <p>4.4 Vocabulary: Online business; Compound nouns</p> <p>4.5 Language check: Gerunds and infinitives</p> <p>4.6 Career skills &amp; listening: Making &amp; responding to offers</p> <p>4.7 Listening: The selling process</p> <p>4.8 Dilemma &amp; Decision: Closing the deal</p>	4.5 hours
<p><b>Revision 1: Units 8-11 (Review 3, 4)</b></p>	1.5 hours

Topic	Duration
<b>Midterm Exam (Units 8-11)</b> <b>(Week 8: Mar 22- Mar 27 first session)</b>	1.5 hours
<b>5. Communication (Unit 13)</b> 5.1 Keynotes: Messaging meltdown 5.2 Preview: Let's communicate 5.3 Reading, Speaking & Vocabulary: Information overload: <i>Coping with 'infoglut'</i> 5.4 Listening: Using email effectively 5.5 Language check: Reported speech 5.6 Career skills & Listening: Summarising 5.7 Dilemma & Decision: Spinning the truth <b>5.8 Writing Workshop 2: Formal Business Letter</b> (Textbook p.118, Style Guide p.16-17) <b>5.9 Submission deadline of Writing Assignment 2: (Week 11: April 12 - April 17)</b>	6.0 hours
<b>6. Logistics (Unit 14)</b> 6.1 Keynotes: The invisible industry 6.2 Preview: Demand and supply 6.3 Reading: Retail logistics: <i>The best thing since the barcode</i> 6.4 Vocabulary: Supply chain management; Compound nouns; Word-building 6.5 Listening & Speaking: The smart tag press conference 6.6 Language check: Passives 6.7 Career skills & Listening: Dealing with questions 6.8 Dilemma & Decision: Is grey the new black?	4.5 hours
<b>7. Innovation (Unit 15)</b> 7.1 Keynotes: Pushing the limits 7.2 Preview: Product development 7.3 Reading: Mastering design: <i>Failure is glorious</i> 7.4 Vocabulary: Synonyms; Product development 7.5 Listening & Speaking: Great innovators 7.6 Language check: Past modals 7.7 Career skills & Listening: Reviewing achievement 7.8 Dilemma & Decision: Prize pitch <b>7.9 In-class Reading Test 3: Unit 15 (Week 13: April 26 - May 1)</b>	4.5 hours
<b>Revision 2: Units 13-15 (Review 5)</b>	1.5 hours
<b>Listening Assessment:</b> Unheard business talk/ news/ interview <i>(Last lesson)</i>	1.5 hours
<b>Speaking Assessment:</b> Pair/ Group presentation <i>(Last lesson)</i>	1.5 hours
<b>Final Exam (Units 8-11, 13-15)</b>	3.0 hours
<b>Total:</b>	<b>45.0 hours</b>

## 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 course will not be permitted to sit the final and re-sit examination and shall be awarded an ‘F’ grade.

## Assessment

This course is graded on a 100-point scale, with 100 being the highest possible score and 50 the pass score.

<i>Item</i>	<i>Description</i>	<i>Percentage</i>
Writing Assignments	2 x business writing exercises (short report & formal business letter)	10%
Class Participation	Active participation in lectures, discussions, short presentations, and various in-class tasks	10%
Online Quizzes	6 x auto-assessed online quizzes (textbook-based and unseen questions)	5%
In-class Reading Tests	3 x in-class reading comprehension tests	5%
Listening Assessment	Comprehension test on an unheard business talk/ news/ interview	5%
Speaking Assessment	Pair/ Group presentation (on topics covered in the syllabus)	5%
Midterm Exam	1.5-hour exam on reading, vocabulary, grammar, and listening (topics covered in Units 8-11)	20%
Final Exam	3-hour exam on reading, vocabulary, grammar, and writing (topics covered in Units 8-11, 13-15)	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 Materials

### Textbook

Tonya Trappe & Graham Tullis (2018). *Intelligent Business: Intermediate Business English Coursebook (with CD Pack)*, Pearson Education Ltd.

\*\*All students must bring a **LEGAL** version of the textbook to every class. Photocopies are **NOT** allowed.

## References

1. Course website (integrated with Turnitin): <https://canvas.ipm.edu.mo/>
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3. *The Economist*: <http://www.economist.com>
4. *Longman English Dictionary*: <http://www.ldoceonline.com>
5. *Macmillan Dictionary* (with pronunciation): <http://www.macmillandictionary.com/>

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

### Bachelor of Management

PILOs	CILOs				
	1	2	3	4	5
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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**School of Business**  
**Bachelor of Management**

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**Academic Year 2020 / 2021      Semester 2**

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<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 hrs	<b>Total Hours</b>	45 hrs
<b>Instructor</b>	Dr. Young Ming Yee Carissa		<b>E-mail</b>	myyoung@ipm.edu.mo	
<b>Office</b>	M545, Meng Tak Building, Main Campus		<b>Telephone</b>	8599-3349	

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<b>Revision 2: Units 13-15 (Review 5)</b>	1.5 hours
<b>Listening Assessment:</b> Unheard business talk/ news/ interview <b>(Week 14: Thu May 6)</b>	1.5 hours
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<b>Final Exam (Units 8-11, 13-15)</b>	3.0 hours
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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.					