

Macao Polytechnic Institute

School of Business

Bachelor of Management

Module Outline

Academic Year 2020 / 2021 Semester 2

Learning Module	English VI	Class Code	ENGL3102-324		
Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	3
Lecture Hours	45 hrs	Lab/Practice Hours	0 hrs	Lecture Hours	45 hrs
Instructor	Dr. Young Ming Yee Carissa		E-mail	myyoung@ipm.edu.mo	
Office	Room M545, Meng Tak Building, Main Campus		Telephone	8599-3349	

Description

This is the second of the two upper-intermediate English courses. The course aims to improve students' use of the four language skills (speaking, listening, reading, and writing), as well as to prepare the students for advanced level courses. It focuses on improving students' ability to communicate in English in a wide range of business situations. The integration of authentic materials also enhances the usefulness of the course. Communication skills include: resolving conflict; asking and answering difficult questions; putting people at ease; summarizing in presentations, writing reports, etc.

Learning Outcomes

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

1. utilise active listening strategies to extract the main points and emphases of speakers;
2. prepare and deliver formal business presentations using suitable language signals and style;
3. formulate reading strategies to convey the meaning of authentic business news and texts;
4. demonstrate the ability to use appropriate vocabulary in prefixes, collocations, definitions, compound nouns, word groups, verb-preposition combinations, and word building;
5. show the ability to use accurate emphasis, conditionals, future forms, time clauses, reference words, clauses and sentence construction, and reported speech in business contexts; and compose clear and concise business reply letters and short reports using standard formats.

Content

Topic	Hours
<p>1. Investments (Unit 9)</p> <p>1.1 Course introduction and warm-up activities</p> <p>1.2 Keynotes – The rewards of risk</p> <p>1.3 Preview & Speaking – Investor profiles</p> <p>1.4 Reading – Investor beware: <i>Freud, folly and finance</i></p> <p>1.5 Speaking: What kind of risk taker are you?</p> <p>1.6 Vocabulary: Prefixes</p> <p>1.7 Language Check & Listening – Emphasis</p> <p>1.8 Career Skills, Speaking & Listening – Prioritising</p> <p>1.9 Dilemma & Decision – Your money or your reputation?</p> <p>1.10 Writing Workshop 1: Business Reply Letter (Style Guide p. 16-18)</p> <p>1.11 Writing Assignment 1: Business Reply Letter (Textbook p. 82) <i>(Deadline: Tue 2 Mar)</i></p>	6.0 hours
<p>2. Energy (Unit 10)</p> <p>2.1 Keynotes – What if ...?</p> <p>2.2 Preview & Speaking – The energy quiz</p> <p>2.3 Reading & Speaking – Resource depletion: <i>Fossil fuel dependency</i></p> <p>2.4 Vocabulary: Negative prefixes, collocations</p> <p>2.5 Listening – Renewable energy</p> <p>2.6 Language Check: Conditionals</p> <p>2.7 Career Skills, Listening & Speaking – Problem-solving</p> <p>2.8 Dilemma & Decision – The power of money</p> <p>2.9 In-class Reading Test 1 – Unit 10 <i>(Tue 2 Mar)</i></p>	4.5 hours
<p>3. Going public (Unit 11)</p> <p>3.1 Keynotes – Searching for shareholder</p> <p>3.2 Preview & Speaking – Stock market launches</p> <p>3.3 Reading, Speaking & Vocabulary – Wall Street wonderboys – <i>Page and Brin's daring IPO</i></p> <p>3.4 Listening – An analyst's view</p> <p>3.5 Vocabulary – Prefixes</p> <p>3.6 Language Check – Future forms</p> <p>3.7 Career Skills & Listening – Making a presentation</p> <p>3.8 Dilemma & Decision – Which way to Wall Street</p> <p>3.9 In-class Reading Test 2 – Unit 11 <i>(Tue 9 Mar)</i></p>	4.5 hours
<p>4. Competition (Unit 12)</p> <p>4.1 Keynotes – Winner takes all</p> <p>4.2 Preview & Speaking – Protecting a market</p> <p>4.3 Reading & Speaking – Competitive advantage: <i>Crunch time for Apple</i></p> <p>4.4 Vocabulary & Listening – Expressions with 'have', compound nouns</p> <p>4.5 Language Check – Time clauses</p> <p>4.6 Career Skills, Listening & Speaking – Handling conflict</p> <p>4.7 Dilemma & Decision: The cola comeback</p> <p>4.8 Writing Workshop 2: Short Report</p> <p>4.9 Writing Assignment 2: Short Report (Textbook p.108; Style Guide p.28-29) <i>(Deadline: Tue 13 Apr)</i></p>	6.0 hours
<p>Revision 1 (Units 9-12, Review 3 & 4)</p>	1.5 hours

Topics	Hours
Midterm Exam (Units 9-12) <i>(Tue 30 Mar, first session)</i>	1.5 hours
5. Banking (Unit 13) 5.1 Keynotes – Money matters 5.2 Preview, Listening & Speaking – Banking institutions 5.3 Reading & Speaking – Investing development: <i>A path to helping the poor</i> 5.4 Vocabulary – Expressions with ‘make’ 5.5 Listening – Strategic alliance 5.6 Language Check: Reference words 5.7 Career Skills, Listening & Speaking – Persuading 5.8 Dilemma & Decision – Reliable research	4.5 hours
6. Training (Unit 14) 6.1 Keynotes – Practice makes perfect 6.2 Preview – Training solutions 6.3 Reading – Motivational training: <i>A leadership lesson in Shakespeare</i> 6.4 Speaking & Listening – Training and motivation 6.5 Vocabulary – Verb-preposition combinations 6.6 Language check – Clauses and sentence construction 6.7 Career skills, Listening & Speaking – Motivating 6.8 Dilemma & Decision – Allocating the training budget 6.9 <i>In-class Reading Test 3 – Unit 14</i> <i>(Tue 20 Apr)</i>	4.5 hours
7. Consulting (Unit 15) 7.1 Keynotes – The advice business 7.2 Preview & Speaking – Consulting services 7.3 Reading & Speaking – Cross-border consultants: <i>Global professional-service firms (The Economist)</i> 7.4 Vocabulary – Uses of ‘like’, word building 7.5 Language Check – Reported speech 7.6 Career Skills, Listening & Speaking – Reporting 7.7 Dilemma & Decision – Consultant with a conscience (optional) 7.8 Group presentations practice: collaboration & use of visual aids	4.5 hours
Revision 2 (Units 13-15, Review 5)	1.5 hours
<i>Listening Assessment:</i> Comprehension test on unheard business talk/ news/ interview <i>(Tue 11 May)</i>	1.5 hours
<i>Speaking Assessment:</i> Group presentation using visual aids <i>(Tue 11 May)</i>	1.5 hours
<i>Final Exam (Units 9-15)</i>	3.0 hours
Total:	45.0 hours

Teaching Method

Lectures, multimedia instruction using authentic materials, business writing workshops, discussions and presentations with feedback, and self-accessed online learning of grammar and vocabulary.

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.	Class participation	Active participation in lectures, discussions, short presentation, and various in-class tasks	10%
2.	Writing assignments	2 business writing exercises: business reply letter & short report	10%
3.	Online quizzes	6 auto-assessed online quizzes on vocabulary & grammar	5%
4.	Reading tests	3 in-class reading comprehension tests	5%
5.	Listening assessment	Listening comprehension test on business topics	5%
6.	Speaking assessment	Group presentation using visual aids	5%
7.	Midterm Exam	1.5-hour exam on reading, vocabulary, grammar, and listening (topics covered in Units 9-12)	20%
8.	Final Exam	3-hour exam on reading, vocabulary, grammar, and writing (topics covered in Units 9-15)	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. (2015). *Intelligent Business Coursebook: Upper Intermediate Business English (with Audio CD)*. Pearson.

References

Websites

- Module website (with Turnitin): <https://canvas.ipm.edu.mo/>
- *The Economist*: <http://www.economist.com/>
- *Macmillan Dictionary* (with pronunciation): <https://www.macmillandictionary.com/>
- *Cambridge English Dictionary*: <https://dictionary.cambridge.org/dictionary/english/>

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

Bachelor of Management

PILOs	CILOs					
	1	2	3	4	5	6
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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Instructor	CHIANG IN WA, WENDY	E-mail	t0996@ipm.edu.mo		
Office	B110, Chi Un Building, Main Campus	Telephone	---		

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