

Macao Polytechnic Institute

School of Business

Bachelor of Management

Module Outline

Academic Year 2020 / 2021 Semester 2

Learning Module	English VIII	Class Code	ENGL4102-425		
Pre-requisite(s)	Nil				
Medium of Instruction	English	Credit	3		
Lecture Hours	45 hrs	Lab/Practice Hours	0 hr	Total Hours	45 hrs
Instructor	Dr Francine Pang	E-mail	francinepang@ipm.edu.mo		
Office	M545, Meng Tak Building, Main Campus	Telephone	8599-3289		

Description

This is the second of the two advanced level English courses. The course aims to develop the communication skills (speaking, listening, reading, writing) students need to succeed in a professional environment, as well as to prepare the students for their future careers. It focuses on developing students' fluency and confidence in using the language of business in a variety of contexts. While special emphasis is placed on students' confidence and skills in public speaking and presentation, substantial emphasis is also placed on effective language and organization skills as well as delivery of speech. Particular attention will be paid to cross-cultural communication and ethical issues. Topics include: finance and banking, consultants, strategy, doing business online, project management. Business skills include: giving presentations; negotiating sales; brainstorming and creativity; telephone strategies: chasing payment; writing: briefing multinational teams, etc.

Learning Outcomes

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

1. prepare for and speak effectively in job interviews;
2. demonstrate the ability to use active listening skills to understand business speeches, meetings and interact in job interviews;
3. develop effective strategies in reading and responding to long business texts and news articles;
4. demonstrate the ability to use vocabulary skills in the idiomatic usage of adverb-adjective collocation, phrasal verbs, proverbs, word clusters, puns, loanwords, euphemisms, synonyms and antonyms;
5. show the ability of the grammatical use of future perfect, active and passive, adverbs, probability and possibility, reporting forms and verb patterns; and
6. write clear CVs and cover letters in response to job advertisements.

Content

Lesson	Topic	Duration
1 2	1. Resources (Unit 7) 1.1 Course introduction and warm-up activities 1.2 Keynotes: Vital assets 1.3 Preview: Resources quiz 1.4 Reading: Water and business – Running dry (<i>The Economist</i>) 1.5 Vocabulary & Usage: Adverb-adjective collocations, use of ‘like’ and ‘as’ 1.6 Listening: Alternative energies 1.7 Language Check & Practice: Future perfect 1.8 Career Skills, Listening & Speaking: Debating 1.9 Dilemma & Decision: The nuclear debate (optional) 1.10 In-class Reading Test 1: Unit 1 (Tue 23 Feb)	6.0 hours
3	2. Writing Workshop: CV and cover letter writing 2.1 Job advertisements and job application procedures 2.2 Job application forms 2.3 CV: Purpose, content, layout and language style 2.4 Cover letters: Purpose, content, layout and language style 2.5 Writing Assignment 1: CV (Style Guide pp.30-31) (Deadline: Tue 16 Mar)	3.0 hours
4 5 6 7	3. Power (Unit 8) 3.1 Keynotes & Preview: Power bases 3.2 Reading: The trappings of power – <i>Sympathy for the boss</i> (<i>The Economist</i>) 3.3 Vocabulary & Usage: Phrasal verbs with ‘put’, proverbs 3.4 Listening: Power politics 3.5 Language Check & Practice: Active and passive 3.6 Career Skills & Speaking: Influencing 3.7 Dilemma & Decision: Winning the rivalry game (optional)	6.0 hours
	4. E-marketing (Unit 9) 4.1 Keynotes & Preview: Talking to customers online 4.2 Reading: Conversational marketing – <i>Word of ‘mouse’</i> (<i>The Economist</i>) 4.3 Vocabulary & Usage: Word clusters, puns 4.4 Listening: Google clicks 4.5 Language Check & Practice: Word order: adverbs 4.6 Career Skills, Speaking & Listening: Decision making 4.7 Dilemma & Decision: Creative showcase (optional) 4.8 In-class Reading Test 2: Unit 9 (Tue 23 Mar)	4.5 hours
	Revision 1: Units 7-9 (Review 3)	1.5 hours
8	Midterm Exam (Units 7-9) (Session 1: Tue 30 Mar)	1.5 hours

8 9 Holiday 6 Apr (Tue)	5. Risk (Unit 10) 5.1 Keynotes: Facing the odds 5.2 Preview: Risk profiles 5.3 Reading: Uncertainty – <i>The perils of prediction (The Economist)</i> 5.4 Vocabulary & Usage: ‘Chance’ and ‘luck’, loanwords 5.5 Listening: Risk management 5.6 Language Check: Probability and possibility 5.7 Career Skills, Listening & Speaking: Negotiating 5.8 Dilemma & Decision: Wildcat strike (optional) 5.9 Writing Assignment 2: Cover letter (Style Guide pp.26-27) (Tue 20 Mar)	4.5 hours
10 11 12	6. Misconduct (Unit 11) 6.1 Keynotes: White collar fraudsters 6.2 Preview: Crime and punishment 6.3 Reading: Punishable by prison – <i>Punishable by prison (The Economist)</i> 6.4 Vocabulary & Usage: Idioms and phrasal verbs with ‘draw’, euphemisms 6.5 Listening: Bernard Madoff 6.6 Language Check & Practice: Reporting 6.7 Career Skills, Listening & Speaking: Making ethical decisions 6.8 Dilemma & Decision: Just because it’s legal doesn’t mean it’s ethical (optional) In-class Reading Test 3: Unit 11 (Tue 27 Mar)	4.5 hours
	7. Development (Unit 12) 7.1 Keynotes: Lifelong learning 7.2 Preview: Learning styles 7.3 Reading: Business education – <i>First, do no harm (The Economist)</i> 7.4 Vocabulary & Usage: Synonyms and antonyms, expressions with ‘go’ 7.5 Speaking & Listening: The MBA 7.6 Language Check & Practice: Verb patterns 7.7 Career Skills & Listening: Coaching 7.8 Dilemma & Decision: Keeping everyone motivated (optional)	4.5 hours
13	8. Speaking Workshop: Job Interviews 8.1 Job interview procedures 8.2 Individual vs group interviews 8.3 Preparations: Do your research, dress code 8.4 Interview techniques: Etiquette, answering questions, body language 8.5 Job interview practice	1.5 hours
	Revision 2: Units 10-12 (Review 4)	1.5 hours
14	Listening Assessment (Session 1: Tue 11 Dec)	1.5 hours
	Speaking Assessment (Session 2: Tue 11 Dec)	1.5 hours
	Final Exam (Units 7-12)	3.0 hours
	TOTAL:	45 hours

Teaching Method

Lectures, writing and speaking workshops, multimedia instruction, pair and group discussions, in-class reading and listening, 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”. ***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.

	Item	Description	Percentage
1.	Class participation	Punctuality, discipline, active participation in lectures, discussion, oral tasks, short presentation, and various in-class tasks	10 %
2.	Writing assignments	2 business writing exercises (CV and cover letter)	10 %
3.	Online quizzes	5 auto-assessed online quizzes	5 %
4.	Reading tests	3 in-class reading comprehension tests	5 %
5.	Listening Assessment	Listening comprehension test on unheard business talk/ interview / news story	5 %
6.	Speaking Assessment	Job interview (based on Writing Assignments 1 & 2)	5 %
7.	Midterm Exam	1.5-hour exam on reading, vocabulary, grammar, and listening (topics covered in Units 7-9)	20 %
8.	Final Exam	3-hour exam on reading, vocabulary, grammar, and writing (topics covered in Units 7-12)	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)

Textbook Trappe, T. & Tullis, G. (2015). *Intelligent Business: Advanced Business English Coursebook (with CD Pack)*, Pearson Education Ltd.

Reference

- Course website (integrated with Turnitin): 2020/2021 ENGL4102 English VIII. <http://canvas.ipm.edu.mo/>
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- *Cambridge English Dictionary*: <https://dictionary.cambridge.org/dictionary/english/>
- *Macmillan Dictionary* (with pronunciation): <http://www.macmillandictionary.com/>
- Munter, M. & Hamilton, L. (2013). *Guide to managerial communication: Effective business writing and speaking (10th ed.)*, Prentice Hall. [MPI Library]
- Rogers, J. (2011). *Job interview success*. McGraw-Hill Education. [MPI Library EBSCOhost eBook Collection]

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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School of Business

Bachelor of Management

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Academic Year 2020 / 2021 Semester 2

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Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	3
Lecture Hours	45 hrs	Lab/Practice Hours	0 hr	Total Hours	45 hrs
Instructor	Rosanna Wong		E-mail	t0908@ipm.edu.mo	
Office	B110, Chi Un Building, Main Campus		Telephone	---	

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	Revision 1: Units 7-9 (Review 3)	1.5 hours
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