



**Language Institute
Thammasat University
EL 321 Communicative Business English 2
Course Outline 1/2020**

Course Description

Practicing listening, speaking, reading and writing skills at a more advanced level; practicing listening for main ideas and details; practicing speaking using different business functions in pairs and in groups; performing role plays and simulations based on real life situations; reading for vocabulary enrichment and development of business ideas and concepts; practicing writing correspondence and formal business writing.

Course Objectives

This course aims to

1. improve students' speaking abilities through business-related tasks.
2. improve students' listening comprehension on business-related topics both in-class and outside classes.
3. develop students' reading and writing skills
4. develop students' oral and presentation skills

Active Learning Activities and Materials

Students are expected to actively participate in classroom activities and discussions on relevant business topics. Activities such as individual, pair (role-play), and group work (simulation) are usually conducted in class. The instruction and class activities throughout the semester are based on our in-house course textbook.

Course Evaluation

1. In-class Speaking	40 points	1. ONE speaking assignment before midterm exam (10 points) 2. ONE speaking assignment after midterm exam (10 points) 3. Group presentation during the last week before the final exam (20 points)
2. Midterm Examination 2.1 Vocabulary 15 points 2.2 Reading 20 points 2.3 Grammar 15 points 2.4 Writing 10 points	60 points	Module 1 - 3
3. Final Examination 3.1 Listening 20 points 3.2 Vocabulary 15 points 3.3 Reading 20 points 3.4 Grammar 15 points 3.5 Writing 10 points	80 points	Module 4 - 6
4. Attendance and Participation	20 points	
TOTAL	200 points	

Grading Criteria

1. In-class Speaking Assignments (10 points each)

For speaking assignments, the following criteria will be used.

- Clarity (Audibility / Pacing)
- Accuracy (Grammatical Expressions)
- Content (Relevancy to the task / Consistency with directions)

2. Giving a Formal Presentation (20 points, groups of 3 students)

10-12 minutes oral presentation on a business-related topic to be announced later.

- ▶ 10 points for content and power point preparation
(Relevancy to the task / Easy to understand / Originality)

 **Remarks: Each group member will be awarded the same score for the content.**

- ▶ 10 points for
 - Manner of Delivery (Eye-Contact / Pacing / Professionalism)
 - Accuracy (Grammatical Expressions)

 **Remarks: Each group member will be judged individually.**

Attendance Policy

- Students are to maintain **80% of attendance. 3 absences** (for 3 hour class) will result in an **automatic F**.

- **2 points** will be deducted for each absence, and **1 point** deducted for each incidence of lateness. Students who are **more than 15 minutes late** are considered absent.

Schedules and Instructors

Semester Start	10 August 2020
Semester End	27 November 2020
Add/Drop Period	17 - 21 August 2020
Drop W Period	12 October – 15 November 2020
Midterm Week	<u>27 September – 4 October 2020</u>

- **Instructors**

Campus	Sec/Gr	Day	Time	Room	Instructor
Rungsit	450001	Tuesday	13.30 – 16.30	SC 1036	Asst. Prof. Dr. Vajjaganh
	540001	Thursday	13.30 – 16.30	SC 1066	Asst. Prof. Dr. Vajjaganh
	810001	Monday	09.30 – 12.30	SC 1013	Asst. Prof. Preeyachat
	820001	Monday	13.30 – 16.30	SC 1013	Asst. Prof. Preeyachat
	820002	Monday	13.30 – 16.30	SC 2007	A.Dr.Ornuma
	820003	Monday	13.30 – 16.30	SC 2- 207	A. William Scobie

Tentative Teaching Schedule (Semester 2/2020)

Week	Date	Topic
1	10 – 14 August 2020	Course Intro & Unit1
2	17 – 21 August 2020	Unit 1
3	24 – 28 August 2020	Unit 2
4	31 – 4 September 2020	Unit 2
5	7 – 11 September 2020	Unit 3
6	14 – 18 September 2020	Unit 3
7	21 – 25 September 2020	Speaking assignment 1
8	Tuesday 29 September 2020	MIDTERM EXAMINATION (9.00 – 11.00)
9	5 – 9 October 2020	Unit 4

10	12 – 16 October 2020	Unit 4
** 13 October = public holiday**		
11	19 – 22 October 2020	Unit 5
** 23 October = public holiday**		
12	26 -30 October 2020	Unit 5
13	2 – 6 November 2020	Speaking assignment 2
14	9 – 13 November 2020	Unit 6
15	16 – 20 November 2020	Unit 6
16	23 - 27 November 2020	Group Presentation
	Monday 30 November 2020	FINAL EXAMINATION (09.00 – 12.00)

📌 Remarks: No Classes on the following holidays:

1. August 12
2. October 13
3. October 23

Important Notes:

- Cooperation and being considerate towards your instructor and classmates is a course requirement. Class disruption (i.e. chatting, social networking) may adversely affect the attendance score.
- Thammasat University strongly discourage plagiarism, i.e. an act of copying someone's ideas or work and presenting them as if they were yours, without referring to the original sources of authors. Therefore, any assignment that is considered (partially or entirely) plagiarized will be given a score of zero.

