



**Language Institute
Thammasat University
EL212: English for Job Applications
Course Outline Semester 1/2020**

Pre-requisite: EL 172 or TU 105

Course Description:

This course focuses on students' practicing in English communication skills relating to paper based and online job applications. Students will study the major elements of a job search e.g. investigating the market, reading want-ads, utilizing resources, researching companies, identifying job requirements, and determining personal job skills. In addition, students will create relevant documents such as resumes/CVs, cover letters, and job application forms as well as prepare and practice for a professional job interview.

Learning Outcomes:

Upon successful completion of the course, students will be able to:

- read and distinguish different sections in advertised jobs in the newspaper and the Internet.
- read and justify necessary information about a prospective employer from the company's home page.
- identify job skills and write a list with detailed descriptions of job responsibilities.
- write an effective resume by making use of proper language of resumes and select appropriate headings for resume sections
- write an effective cover letter consisting of essential parts of a job application letter.
- fill out the information in an employment application form using different types of information required.
- answer different types of typical interview questions efficiently.

Textbook/Teaching Materials:

Chumworatayee, Tipamas (2018). *English for Job Applications*. Bangkok: Thammasat University Press. (Available at TU Bookstores – Tha Prachan and Rangsit Campuses)

Active Learning Activities:

Lecture	50%
Small group, paired, and class discussion, role-play simulation	40%
Student-teacher consultation	10%

Course Evaluation:

The scores which will be used in grading are distributed as follows:

Class Attendance and Class Participation	20 points
Class Assignments*	60 points
Midterm Exam	50 points
Final Exam	70 points
Total	<u>200</u> points

Midterm Examination *Sun 4 Oct 2020* *Time: 9.00 – 11.00*

Final Examination *Fri 11 Dec 2020* *Time: 13.00 – 16.00*

* Class Assignments 50 points and 10 points for final interview

Students are expected to complete class assignments (“Suggested Activity” at the end of Unit 1-5) on a regular basis. Late assignments will be penalized.

Attendance Policy:

1. Students are required to attend at least 80% of the total class hours. They cannot be absent more than 2 times before the midterm examination and 2 times before the final examination.
2. For each incidence of lateness 1 point will be deducted. For each unexcused absence 2 points will be deducted. Attendance scores can be reduced for lack of participation despite physical presence.

Plagiarism Policy:

Students of Thammasat University are required to refrain from any kind of plagiarism, i.e. an act of copying other people’s work, such as language, thoughts, or expressions, without crediting the original author(s). Copying any sentences or paragraphs from any sources, e.g. websites, books, etc., and pasting them into students’ assignments are thus considered cheating, which will result in a mark of zero for the assignment or even an F grade.

Instructors, Times and Venues:

Add/Drop period 17-21 August 2020

Drop “W” period 12 October-15 November 2020

Sec/Gr	Day	Time	Room	Instructor
810001	Monday	9.30-12.30	SC-1023	A. Worachart Amonpinyokiat
820001	Monday	13.30-16.30	SC-1023	Assoc. Prof. Dr. Tipamas Chumworatayee
820002	Monday	13.30-16.30	SC-1024	A. Wimonnit Chaokongjakra
820003	Monday	13.30-16.30	SC-1025	Asst. Prof. Kittitouch Soontornwipast

Tentative Teaching Schedule:

Week	Date	Topic
1	10 August 2020	Unit 1: Checking the Job Market and Researching Prospective Employers
2	17 August 2020	Unit 1: Checking the Job Market and Researching Prospective Employers
3	24 August 2020	Unit 2: Identifying Your Job Skills
4	31 August 2020	Unit 2: Identifying Your Job Skills
5	7 September 2020 NO CLASS	Unit 3: Writing Effective Resumes (Make-up class to be announced)
6	14 September 2020	Unit 3: Writing Effective Resumes
7	21 September 2020	Review for Midterm Examination
8	Sun 4 October 2020	MIDTERM EXAMINATION (9.00 – 11.00)
9	5 October 2020	Unit 4: Writing Effective Cover Letters
10	12 October 2020	Unit 4: Writing Effective Cover Letters
11	19 October 2020	Unit 5: Filling out Employment Application Forms
12	26 October 2020	Unit 5: Filling out Employment Application Forms
13	2 November 2020	Unit 6: Practice Your Job Interview Skills
14	9 November 2020	Unit 6: Practice Your Job Interview Skills
15	16 November 2020	Review for Final Examination
16	23 November 2020	Final Interview
17	Fri 11 December 2020	FINAL EXAMINATION (13.00 – 16.00)