



**Language Institute  
Thammasat University  
EL 202 English for Work  
Course Outline Semester 1/2020**

**Pre-requisite:**

*EL 172 English Course III/ TU 105 Communication Skills in English*

**Course Description:**

This course aims to prepare and train students for careers using business English reading, writing, speaking and listening in the work-related contexts. Classroom activities and assignments will enable students to use professional English in real life situations. In the classroom, students will practice their English listening and speaking skills through role playing in job interviews and planning trips abroad. For professional writing skill preparation and development, students will be provided with samples of business correspondence e.g. memos, minutes of a meeting, and letters of enquiry. Students will write application letters and résumés which can be used in their personal job search.

**Learning Outcomes:**

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

- Demonstrate a high level of business speaking skills in work-related contexts such as doing job interviews, and telephoning
- Write effective business correspondence such as memorandums, business letters, and emails
- Write effective work-related documents including meeting agendas, minutes of the meeting, and résumés
- Plan, discuss, and design a business trip for work-related contexts
- Perform an effective oral presentation in topics of students' interest related to business contexts

**Textbook/Teaching Materials:**

***Textbook:***

Rimkeeratikul, Sucharat (2018). *English for Work*. (7<sup>th</sup> ed.). Bangkok: Thammasat University Press.

*(Available at TU Bookstores – Tha Prachan and Rangsit Campuses)*

***Supplementary Materials:***

Ashley, A. (2003). *Oxford correspondence workbook*. Oxford: Oxford University Press.

Barnard, R., & Meehan, A. (2005). *Writing for the real world: Student book 2*. Oxford: Oxford University Press.

- Cotton, D., Falvey, D., & Kent, S. (2001). *Market leader: Course book intermediate*. Essex: Longman.
- Cotton, D., Falvey, D., & Kent, S. (2001). *Market leader: Workbook intermediate*. Essex: Longman.
- Enquiry Letters*. Retrieved January 19, 2009 at [http://elc.polyu.edu.hk/CILL/eiw/enquiry\\_letter\\_constructor.htm](http://elc.polyu.edu.hk/CILL/eiw/enquiry_letter_constructor.htm).
- Grant, D., & McLarty, R. (2001). *Business basics*. Oxford: Oxford University Press.
- Mackey, D. (2006). *Send me a message*. Singapore: McGraw-Hill.
- Norman, S. (1990). *We mean business: Student's book*. Essex: Longman.
- Norman, S. (1990). *We mean business: Workbook*. Essex: Longman.
- Northey, M. (1998). *Impact: A guide to business communication*. (4<sup>th</sup> ed.). Ontario: Prentice-Hall Canada Inc.
- Pohl, A. (2002). *Test your professional English: Secretarial*. Essex: Penguin Education Limited.
- Stanley, J., Pe, N. N., Kumar, R. S., & Miles, R. M. (n.d.). *BG 2000 English III business letter writing*. Bangkok: Assumption University.

### Active Learning Activities:

Student-centered Learning, Autonomous/Self-directed Learning, and Task-based Instruction with an encouragement on student discussions, pair work, group work, and oral presentations, all done with an integration of multimedia and digital technology

### Course Evaluation:

1. Attendance	20 points
2. Class work and assignments	20 points
3. Written quiz	10 points
4. Midterm interview	10 points
5. Midterm examination	50 points
6. Final presentation*	10 points
7. Final examination	<u>80</u> points
TOTAL	<u>200</u> points

\*The topic and the content of the presentation must be relevant to the objectives of the course. Students are required to inform their instructor of the topic to get his/her approval and guidance.

### Attendance Policy:

- 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. More than four absences will automatically lead to an “F”.
- 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.

**Schedule:**

Add/Drop period       **17 - 21 August 2020**  
 Drop "W" period       **12 October - 15 November 2020**

**Midterm Examination**     *Tuesday 29 September 2020 Time: 12:00 - 14:00 hours*  
**Final Examination**       *Sunday 13 December 2020 Time: 09:00 - 12:00 hours*

**Instructors, Times and Venues:**

<b>Sec/Gr</b>	<b>Day</b>	<b>Time</b>	<b>Room</b>	<b>Instructor</b>
450001	Tuesday	13:30 - 16:30	SC 1012	Asst. Prof. Sumon
450002	Tuesday	13:30 - 16:30	SC 1013	Assoc. Prof. Dr. Pragasit
450003	Tuesday	13:30 - 16:30	SC 1016	Assoc. Prof. Nopporn
450004	Tuesday	13:30 - 16:30	SC 1017	Assoc. Prof. Dr. Tipamas
450005	Tuesday	13:30 - 16:30	SC 1018	A. Penrawee
540001	Thursday	13:30 - 16:30	SC 1024	Asst. Prof. Sumon
540002	Thursday	13:30 - 16:30	SC 1025	A. Patchara
780001	Wednesday	09:30 - 12:30	SC 1036	A. Sirirat
810001	Monday	09:30 - 12:30	SC 1016	Asst. Prof. Dr. Vimolchaya
810002	Monday	09:30 - 12:30	SC 1017	Asst. Prof. Siripen
810003	Monday	09:30 - 12:30	SC 1018	A. Sorawit
820001	Monday	13:30 - 16:30	SC 1016	Asst. Prof. Dr. Vimolchaya
820002	Monday	13:30 - 16:30	SC 1017	Asst. Prof. Siripen
820003	Monday	13:30 - 16:30	SC 1018	A. Patchara
820004	Monday	13:30 - 16:30	SC 1019	Assoc. Prof. Nopporn

**Tentative Teaching Schedule:**

<b>Weeks</b>	<b>Dates</b>	<b>Units / Activities</b>
1	10 -13 August 2020 <b>(*No class on Wednesday 12)</b>	<ul style="list-style-type: none"> <li>• Course Introduction</li> <li>• Unit 1 Calling about a Job (Speaking)</li> </ul>
2	17 -20 August 2020	<ul style="list-style-type: none"> <li>• Unit 10 Resume and Form-filling (Writing)</li> </ul>
3	24 -27 August 2020	<ul style="list-style-type: none"> <li>• Unit 8 Electronic Mail (Writing)</li> <li>• Unit 9 Letters of Application (Writing)</li> </ul>
4	31 August - 3 September 2020	<ul style="list-style-type: none"> <li>• Unit 2 The Job Interview (Speaking)</li> <li>• <b>Writing Quiz</b> (Job Application)</li> </ul>
5	7 - 10 September 2020 <b>(*No class on Monday 7)</b>	<ul style="list-style-type: none"> <li>• Unit 11 Letters Expressing Thanks &amp; Letters of Congratulations (Writing)</li> <li>• Unit 3 Telephoning (Speaking)</li> </ul>
6	14 -17 September 2020	<ul style="list-style-type: none"> <li>• Unit 12 Letters of Condolence &amp; Formal Invitations and Replies (Writing)</li> <li>• Unit 4 Invitations (Speaking)</li> </ul>
7	21 -24 September 2020	<ul style="list-style-type: none"> <li>• <b>Midterm Interview</b></li> </ul>
	<b>Tuesday 29 September 2020</b>	<b>Midterm Examination (Time: 12:00-14:00)</b>
8	5 - 8 October 2020	<ul style="list-style-type: none"> <li>• Unit 13 Memorandums (Writing)</li> </ul>
9	12 - 15 October 2020 <b>(*No class on Tuesday 13)</b>	<ul style="list-style-type: none"> <li>• Unit 14 Minutes of a Meeting (Writing)</li> </ul>
10	19 - 22 October 2020	<ul style="list-style-type: none"> <li>• Unit 5 Receiving Visitors (Speaking)</li> <li>• Unit 6 Planning a Business Trip (Speaking)</li> </ul>
11	26 - 29 October 2020	<ul style="list-style-type: none"> <li>• Unit 15 Letters of Enquiry (Writing)</li> </ul>
12	2 - 5 November 2020	<ul style="list-style-type: none"> <li>• Unit 15 Replies to the Letters of Enquiry (Writing)</li> </ul>
13	9 - 12 November 2020	<ul style="list-style-type: none"> <li>• Unit 7 Requesting (Speaking)</li> </ul>
14	16 - 19 November 2020	<ul style="list-style-type: none"> <li>• Review</li> </ul>
15	23 - 26 November 2020	<ul style="list-style-type: none"> <li>• <b>Final Presentation</b></li> </ul>
	<b>Sunday 13 December 2020</b>	<b>Final Examination (Time: 09:00-12:00)</b>

**Due to holidays, please be reminded that Monday, Tuesday and Wednesday classes will be rescheduled accordingly.**

**Holidays:**

- Wednesday 12 August 2020      H.M. Queen Sirikit The Queen Mother's Birthday / Mother's Day
- Monday 7 September 2020      Songkran Substitute Holiday
- Tuesday 13 October 2020      H.M. King Bhumibol Adulyadej The Great Memorial Day