



Language Institute
Thammasat University
EL221 Communicative Business English 1
Course Outline (available at <http://litu.tu.ac.th>)
Semester 1/2020

Pre-requisite: EL172 or TU105

Course Description

This course aims to develop students' business-related communication skills in order to prepare them to use English in international business context. This course focuses on improving students' fluency and accuracy in four skills: listening, speaking, reading and writing. Business related vocabulary is incorporated in the practice of the four skills. Students are required to work individually and in groups. This course also requires the students to critically apply current knowledge and theory in business as well as information from trustworthy sources of media in completing both individual and group assignments.

Learning Outcome

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

- develop listening skills with in-class listening practices and assignments;
- build on oral and presentation skills;
- improve vocabulary and reading skills;
- construct business related writing tasks;
- apply gained knowledge into international business culture; and
- demonstrate grammatical competency in business communication.

Textbook/ Teaching Materials

The Business 2.0 B1+ Intermediate Student's Book

by John Allison and Paul Emmerson (Macmillan)

Available at the SC Building at Rangsit Campus during the first week of the semester



Recommended Online Resources

Business English Online: <http://www.businessenglishonline.net/business-2/resources/videos/>

British Council Business English: <https://learnenglish.britishcouncil.org/business-english>

English Media Lab (Business English): <http://www.englishmedialab.com/business.html>

Active Learning Activities

- Student-led learning
- Group discussion
- Pair work
- Autonomous learning
- Oral presentation
- Role play

Course Evaluation

Attendance and participation	20	points
Oral assignments	30	points
• <i>Interview (before the midterm exam)</i>		
• <i>Group presentation (before the final exam)</i>		
Midterm examination	60	points
Final examination	60	points
Listening examination	<u>30</u>	points
TOTAL	<u>200</u>	points

Attendance Policy

1. Students are required to participate in at least 80% of the total class hours. Those who miss more than **three** classes are **NOT** eligible to take the final exam and will get an automatic F.
2. For each incidence of lateness, **one** point will be deducted. For each unexcused absence, **two** points will be deducted. Attendance scores can be reduced for the lack of participation despite physical presence.

Oral Assignments

1. Interview (15 points)

Before the midterm exam, students form a group of two to four to perform a job interview/ an interview role-play. They can practice asking and answering questions concerning their experiences and achievements in a job interview / an interview.

2. Group presentation (15 points)

Before the final exam, students form a group of three or four for a business-related presentation (topics to be announced by the instructor). The oral together with PowerPoint presentation should last 10-15 minutes. Points will be awarded based on the quality of their presentation (content, language, and the manner of presentation).

Written Exams

The midterm exam covers **Chapters 2 and 4** while the final exam covers **Chapters 1 and 3**. Sections in the book on *About business, Vocabulary, Grammar, and Writing* will be included in each written exam.

Listening Exam

The listening exam will be administered at the beginning of the final exam. The audio clips that will appear in a part of the listening exam are practiced in class. **Make sure you have studied the materials before you come to the listening exam.**

Plagiarism Policy

Thammasat University students 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 their 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

Sec/Gr	Day	Time	Room	Instructor
Rangsit Campus				
450001	Tuesday	13.30 – 16.30	SC-1026	Dr. Nantikarn Simasangyaporn (nantikarn.s@litu.tu.ac.th)
450002	Tuesday	13.30 – 16.30	SC-1035	A. Stephen B. Smith (stephen.s@litu.tu.ac.th)
540001	Thursday	13.30 – 16.30	SC-1042	A. Benjamin Moore (benjamin.m@litu.tu.ac.th)
820001	Monday	13.30 – 16.30	SC-1026	Dr. Nantikarn Simasangyaporn
820002	Monday	13.30 – 16.30	SC-1035	Dr. Teerawat Pongyoo (jack.teerawat@gmail.com)
820003	Monday	13.30 – 16.30	SC-1036	Dr. Monthon Kanokpermpoon (monthon.k@litu.tu.ac.th)
820004	Monday	13.30 – 16.30	SC-1037	Asst. Prof. Dr. Ketvatee Porkaew (ketvatee.p@litu.tu.ac.th)
820005	Monday	13.30 – 16.30	SC-1038	Asst. Prof. Ratanawalee Wimolmas (ratanawalee.w@litu.tu.ac.th)
820006	Monday	13.30 – 16.30	SC-1041	Asst. Prof. Husna Phettongkam (husna.p@litu.tu.ac.th)
Tha-Prachan Campus				
450001	Tuesday	13.00 – 16.00	LITP-2AB	Asst. Prof. Dr. Virasuda (virasuda.s@litu.tu.ac.th)
540001	Thursday	13.00 – 16.00	LITP-2CD	Asst. Prof. Edward B. Geerson (Edward.g@litu.tu.ac.th)

*** If you have any problems, troubles or comments concerning the course, please kindly contact your lecturer or the course coordinator.

Tentative Schedule

Weeks	Dates	Topics
1	10 – 13 August 2020	Introduction, Chapter 2 About business
2	17 – 20 August 2020	Chapter 2 Vocabulary, Grammar
3	24 – 27 August 2020	Chapter 2 Speaking, Writing
4	31 Aug – 3 September 2020	Chapter 4 About business, Vocabulary
5	7 – 10 September 2020 (*Mon 7 Sep -Substitution Holiday for Songkran Festival)	Chapter 4 Grammar, Speaking
6	14 – 17 September 2020	Chapter 4 Writing, Review
7	21 – 24 September 2020	Oral assignment 1: Interview (15 points)
8	Thursday 1 October 2020 12.00 – 14.00	Midterm Exam (Chapters 2, 4)
9	5 – 8 October 2020	Chapter 3 About business, Vocabulary
10	12 – 15 October 2020 (*Tuesday 13 Oct—The late King Rama IX Memorial Day)	Chapter 3 Grammar, Speaking
11	19 – 22 October 2020	Chapter 3 Writing, Review
12	26 – 29 October 2020	Chapter 1 About business, Vocabulary
13	2 – 5 November 2020	Chapter 1 Grammar, Speaking
14	9 – 12 November 2020	Chapter 1 Writing
15	16 – 19 November 2020	Review
16	23 – 26 November 2020	Oral assignment 2: Group presentation (15 points)
	Monday 30 November 2020 13.00 – 16.00	Listening and Final Exams (Chapters 1, 3)

Notes: Public Holidays *NO CLASS*

Fri 4 – Mon 7 September : Substitution Holiday for Songkran Festival

Tue 13 October: H.M. King Bhumibol Adulyadej Memorial Day

Class Dates Start: 10 August 2020

End: 27 November 2020

Exam Dates Midterm Exam (Chapters 2, 4): Thursday 1 October 2020 (12.00 – 14.00)

Final Exam (Chapters 1, 3): Monday 30 November 2020 (13.00 – 16.00)

Important Dates Add/Drop period: 17–21 August 2020

Drop 'W' period: 12 October – 15 November 2020

Midterm Week: 27 September – 4 October 2020

Final Week: 30 November – 4, 8- 9, 11-18 December 2020