

EL 321 Communicative Business English 2 Online Course Outline 2/2020

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	80 points	<ol style="list-style-type: none">1. Two speaking assignments before midterm exam (10 points each)2. Two speaking assignments after midterm exam (10 points each)3. Two Group presentations (midterm and final projects = 20 points each)
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2. Assignments	20 points	1. Writing a questionnaire using indirect questions (10 points: see unit 1) 2. Write a proposal letter to a customer (10 points: see unit 2)
3. Final Examination 3.1 Listening 20 points 3.2 Vocabulary 20 points 3.3 Reading 20 points 3.4 Grammar 20 points 3.5 Writing 20 points	100 points	Module 1 -5
TOTAL	200 points	

Grading Criteria

1. Speaking Assignments (10 points each) Topics to be announced later.

For speaking assignments, the following criteria will be used.

- Clarity (Audibility / Pacing)
- Accuracy (Grammatical Expressions)
- Content (Originality / Creativity/ Relevancy to business task)

2. Giving a Formal Presentation (20 points, groups of 3-4 students)

10-15 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 / well-organized presentation slides)

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

- 10 points for manner of Delivery (Eye-Contact / Pacing / Professionalism and business language use)

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

Attendance Policy

- Students are to maintain **80% of attendance. 3 absences** (for 3 hours 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.

- **Instructors**

Sec/Gr	Day	Time	Instructor
320001	Thu	09.30 – 12.30	A. Pierre Beaulne (L/S)
450001	Tue	13.30 – 16.30	A. William E. Scobie
450002	Tue	13.30 – 16.30	A. Penrawee
540001	Thu	13.30 – 16.30	Asst. Prof. Dr. Vajjaganh (C,F)
540002	Thu	13.30 – 16.30	A. Pierre Beaulne
820001	Mon	13.30 – 16.30	A. Pornchanok
820002	Mon	13.30 – 16.30	A. Penrawee
900001	Wed	13.30 – 16.30	A. Dr. Orn-Uma (M)
Thaprachan 450001	Tue	13.00 – 16.00	A. Matthew P. Miklas
540001	Thu	13.00 – 16.00	Asst. Prof. Edward

Holidays in semester 2-2020

Friday 12 February	Chinese New Year
Friday 26 February	Makha Bucha Day
Tuesday 6 April	Chakri Day
Monday 12- Friday 16 April	Songkran days
Tuesday 4 May	Coronation Day
Monday 10 May	Royal Ploughing Ceremony (To be confirmed)
Wednesday 26 May	Visakha Bucha Day

Tentative Teaching Schedule (Semester 2/2020)

Week	Date	Topic
1	20 – 26 January 2021	Course Introduction & online preparation
2	27 – 2 February 2021	Module 1: Listening & Speaking
3	3 – 9 February 2021	Module 1: Reading & Grammar
4	10 – 16 February 2021	Speaking assignment 1
5	17 – 23 February 2021	Module 2: Listening & speaking
6	24 – 2 March 2021	Module 2: Reading & Grammar
7	3 – 9 March 2021	Speaking assignment 2
8	10 - 17 March 2021	MIDTERM PRESENTATION
9	18 – 24 March 2021	Module 3: Listening & speaking
10	25 – 31 March 2021	Module 3: Reading & Grammar
11	1 – 9 April 2021	Speaking assignment 3
12	12 – 16 April	Songkran Days
12	19 -23 April 2021	Module 4: Listening & speaking
13	26 – 30 April 2021	Module 4: Reading & Grammar
14	3 – 7 May 2021	Speaking assignment 4
15	10 – 19 May 2021	Final Presentation
16	20 May 2021	FINAL EXAMINATION (9.00 – 12.00)

Important Notes:

- 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.