



**Language Institute
Thammasat University
EL 202 English for Work
Course Outline Semester 1/2019**

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*. (7th 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.
- 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*. (4th 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 **22 - 26 August 2019**
 Drop "W" period **14 October - 17 November 2019**

Midterm Examination *Thursday 3 October 2019 Time: 12:00 - 14:00 hours*
Final Examination *Sunday 15 December 2019 Time: 9.00 - 12:00 hours*

Instructors, Times and Venues:

Venue	Sec/Gr	Day	Time	Room	Instructor
Rangsit	450001	Tuesday	13:30 - 16:30	SC 2-201	Assoc. Prof. Sripatum
	450002	Tuesday	13:30 - 16:30	SC 2-202	Assoc. Prof. Dr. Tipamas
	450003	Tuesday	13:30 - 16:30	SC 2-203	Assoc. Prof. Nopporn (F)
	540001	Thursday	13:30 - 16:30	SC 2-202	A. Sorawit
	780001	Wednesday	09:30-12:30	SC 2-201	Asst. Prof. Dr. Pragasit
	810001	Monday	09:30 - 12:30	SC 2-201	Asst. Prof. Dr. Vimolchaya (C, M)
	810002	Monday	09:30 - 12:30	SC 2-202	Assoc. Prof. Nopporn
	820001	Monday	13:30 - 16:30	SC 2-201	Assoc. Prof. Sripatum
	820002	Monday	13:30 - 16:30	SC 2-202	Asst. Prof. Dr. Vimolchaya

Tentative Teaching Schedule:

Weeks	Dates	Units / Activities
1	13 - 15 August 2019 (*No class on Monday 12)	<ul style="list-style-type: none"> • Course Introduction • Unit 1 Calling about a Job (Speaking)
2	19 - 22 August 2019	<ul style="list-style-type: none"> • Unit 10 Resume and Form-filling (Writing)
3	26 - 29 August 2019	<ul style="list-style-type: none"> • Unit 8 Electronic Mail (Writing) • Unit 9 Letters of Application (Writing)
4	2 - 5 September 2019	<ul style="list-style-type: none"> • Unit 2 The Job Interview (Speaking) • Writing Quiz (Job Application)
5	9 - 12 September 2019	<ul style="list-style-type: none"> • Unit 11 Letters Expressing Thanks & Letters of Congratulations (Writing) • Unit 3 Telephoning (Speaking)
6	16 - 19 September 2019	<ul style="list-style-type: none"> • Unit 12 Letters of Condolence & Formal Invitations and Replies (Writing) • Unit 4 Invitations (Speaking)
7	23 - 26 September 2019	<ul style="list-style-type: none"> • Midterm Interview
8	Thursday 3 October 2019	Midterm Examination <i>Time: 12:00-14:00</i>
9	7 - 10 October 2019	<ul style="list-style-type: none"> • Unit 13 Memorandums (Writing)
10	15 - 17 October 2019 (*No class on Monday 14)	<ul style="list-style-type: none"> • Unit 14 Minutes of a Meeting (Writing)
11	21 - 24 October 2019 (*No class on Wednesday 23)	<ul style="list-style-type: none"> • Unit 5 Receiving Visitors (Speaking) • Unit 6 Planning a Business Trip (Speaking)
12	28 - 31 October 2019	<ul style="list-style-type: none"> • Unit 15 Letters of Enquiry (Writing)
13	4 - 7 November 2019	<ul style="list-style-type: none"> • Unit 15 Replies to the Letters of Enquiry (Writing)
14	11 - 14 November 2019	<ul style="list-style-type: none"> • Unit 7 Requesting (Speaking)
15	18 - 21 November 2019	<ul style="list-style-type: none"> • Review
16	25 – 28 November 2019	<ul style="list-style-type: none"> • Final Presentation
17	Sunday 15 December 2019	Final Examination <i>Time: 9:00 – 12:00</i>

Due to holidays, please be reminded that Monday classes will be rescheduled accordingly.

***Holidays**

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| • Monday 12 August 2019 | Mother's Day |
| • Monday 14 October 2019 | Substitution for King Rama IX Memorial Day |
| • Wednesday 23 October 2019 | King Rama V Memorial Day |