



Language Institute
Thammasat University
EL221 Communicative Business English 1
Course Outline (available at <http://litu.tu.ac.th>)
Semester 1/2019

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 and at the TU Bookstore Tha Prachan 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 tutor). 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.

Class Dates **Start:** 13 August 2019
 End: 29 November 2019

Exam Dates **Midterm Exam (Chapters 2, 4):** Saturday, 5 October 2019 12.00 – 14.00
 Final Exam (Chapters 1, 3): Monday, 2 December 2019 13.00 – 16.00

Important Dates **Add/Drop period:** 22–26 August 2019
 Drop 'W' period: 14 October – 17 November 2019

Instructors, Times and Venues

Sec/Gr	Day	Time	Room	Instructor
<i>Rangsit Campus</i>				
450001	Tuesday	13.30 – 16.30	SC2-211	Dr. Monthon Kanokpermpoon
450002	Tuesday	13.30 – 16.30	SC2-212	Asst. Prof. Vanlee Siriganjanavong
450003	Tuesday	13.30 – 16.30	SC2-213	Dr. Nantikarn Simasangyaporn
540001	Thursday	13.30 – 16.30	SC2-210	Asst. Prof. Husna Phettkongkam
820001	Monday	13.30 – 16.30	SC2-208	Asst. Prof. Siripen Sutharoj
820002	Monday	13.30 – 16.30	SC2-209	Dr. Monthon Kanokpermpoon
820003	Monday	13.30 – 16.30	SC2-210	Asst. Prof. Vanlee Siriganjanavong
820004	Monday	13.30 – 16.30	SC2-211	Asst. Prof. Dr. Ketvatee Porkaew
820005	Monday	13.30 – 16.30	SC2-212	Asst. Prof. Husna Phettkongkam
820006	Monday	13.30 – 16.30	SC2-213	Dr. Nantikarn Simasangyaporn
820007	Monday	13.30 – 16.30	SC2-301	Mr. Mathew Paul Miklas
<i>Ta Prachan Campus</i>				
450001	Tuesday	13.00 – 16.00	LITP 2C	Asst. Prof. Siripen Sutharoj
540001	Thursday	13.00 – 16.00	LITP 3F	Mr. William T (Billy) Carlon

*** 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	13 – 16 August 2019	Introduction, Chapter 2 About business
2	19 – 23 August 2019	Chapter 2 Vocabulary, Grammar
3	26 – 30 August 2019	Chapter 2 Speaking, Writing
4	2 – 6 September 2019	Chapter 4 About business, Vocabulary
5	9 – 13 September 2019	Chapter 4 Grammar, Speaking
6	16 – 20 September 2019	Chapter 4 Writing, Review
7	23 – 27 September 2019	<i>Oral assignment 1: Interview</i> (15 points)
8	Saturday, 5 October 2019 12.00 – 14.00	Midterm Exam (Chapters 2, 4)
9	7 – 11 October 2019	Chapter 3 About business, Vocabulary
10	14 – 18 October 2019 14 Oct – The passing of King Bhumibol (in lieu)	Chapter 3 Grammar, Speaking
11	21 -25 October 2019 23 Oct – Chulalongkorn Day	Chapter 3 Writing, Review
12	28 October – 1 November 2019	Chapter 1 About business, Vocabulary
13	4 – 8 November 2019	Chapter 1 Grammar, Speaking
14	11 – 15 November 2019	Chapter 1 Writing
15	18 – 22 November 2019	Review
16	25 – 29 November 2019	<i>Oral assignment 2: Group presentation</i> (15 points)
	Monday, 2 December 2019 13.00 – 16.00	Listening and Final Exams (Chapters 1, 3)

Notes: Public Holidays *NO CLASS*

- Monday, 14 October 2019 - The Passing of King Bhumibol (in lieu)
- Wednesday, 23 October 2019 - Chulalongkorn Day