



Language Institute Thammasat University
EL 202 English for Work
Course Syllabus Semester 1/2023

Course Description

Development of English speaking and writing skills essential for job application. Practice of language, vocabulary and expressions used in different work-related contexts. Study of the format and the English language conventions of business correspondence, memorandums, agendas and minutes.

Course Objectives and Learning Outcomes (COLOs)

Objective 1: To be able to prepare documents related to job application.
Learning Outcome 1.1: Write a one-page resume describing their objective, educational background, work experience and skills. Learning Outcome 1.2: Write a letter of application to highlight their qualifications described in their resume. Learning Outcome 1.3: Fill out an employment application form.
Objective 2: To be able to comprehend and communicate in work-related contexts.
Learning Outcome 2.1: Conduct a job interview of about 5-10 minutes long. Learning Outcome 2.2: Use English expressions when making / receiving phone calls, making / accepting / refusing invitations, arranging transportation and accommodation for business trips. Learning Outcome 2.3: Listen to sample dialogues in different business-related contexts.
Objective 3: To be able to write different types of business correspondence.
Learning Outcome 3.1: Write a letter expressing thanks, a letter of congratulations and a letter of condolence. Learning Outcome 3.2: Write a formal invitation and a reply to the invitation. Learning Outcome 3.3: Write a letter of enquiry and a reply to the enquiry.
Objective 4: To be able to prepare documents normally used in international organizations.
Learning Outcome 4.1: Write a clear and concise business memorandum. Learning Outcome 4.2: Write a formal agenda of a business meeting. Learning Outcome 4.3: Write meeting minutes that accurately summarize the discussions and the decisions made in a meeting.

Course Contents

Speaking Part	Writing Part
Unit 1: Calling about a Job	Unit 9: Letter of Application
Unit 2: The Job Interview	Unit 10: Resume and Form-Filling
Unit 3: Telephoning	Unit 11: Letters Expressing Thanks & Letters of Congratulations
Unit 4: Invitations	Unit 12: Letters of Condolence & Formal Invitations and Replies
Unit 5: Receiving Visitors	Unit 13: Memorandums
Unit 6: Planning a Business Trip	Unit 14: Minutes of a Meeting
Unit 7: Requesting	Unit 15: Letters of Enquiry and Replies to the Letters of Enquiry

Course Materials

Rimkeeratikul, Sucharat (2018). *English for Work*. (7th ed.). Bangkok: Thammasat University Press.
(Available at TU Bookstore, SE-ED Book Center and LINE @tubook)

Course evaluation

Attendance	10
Assignments + examinations	140
TOTAL	150

Grade	Percentage
A	85% and above
B+	80% -84%
B	75% -79%
C+	65% - 74%
C	60% - 64%
D+	55% - 59%
D	50% – 54%
F	49% and below

***Attendance* TWO points will be deducted for each absence, and ONE point for being late for class.**

Assignments + examinations	Points
Writing assignments	60
Interview	15
VDO Presentation	15
Examinations	50
TOTAL	140

Instructors, time and venue

Section/Group	Day	Time	Room	Instructor
450001	Tue	13.30 - 16.30	LI 211	Assoc. Prof. Dr. Tipamas C. tipamas.c@litu.tu.ac.th
450002	Tue	13.30 - 16.30	LI 212	A. Thana K. thana.kruawong@gmail.com

450003	Tue	13.30 - 16.30	LI 213	A. Benjawan S. bowboe@gmail.com
540001	Thu	13.30 – 16.30	LI 201	A. Thana K. thana.kruawong@gmail.com
540002	Thu	13.30 – 16.30	LI 202	A. Parinya K. Parinyak@tu.ac.th
540003	Thu	13.30 – 16.30	LI 203	A. Penrawee K. k_penrawee@tu.ac.th
810001	Mon	9.30 – 12.30	LI 201	Asst. Prof. Siripen S. siripen.s@litu.tu.ac.th
810002	Mon	9.30 – 12.30	LI 202	Asst. Prof. Dr. Vimolchaya Y. vimolchaya.y@litu.tu.ac.th
820001	Mon	13.30 – 16.30	LI 201	Asst. Prof. Siripen S. siripen.s@litu.tu.ac.th
820002	Mon	13.30 – 16.30	LI 202	Asst. Prof. Dr. Vimolchaya Y. vimolchaya.y@litu.tu.ac.th
820003	Mon	13.30 – 16.30	SC2-201	Assoc. Prof. Nopporn S. nopporn.s@litu.tu.ac.th
820004	Mon	13.30 – 16.30	SC2-202	A. Benjawan S. bowboe@gmail.com
820005	Mon	13.30 – 16.30	SC2-203	A. Penrawee K. k_penrawee@tu.ac.th

Assignments

Tasks	What to do	What to submit
Writing assignments (60 pts.) COLO: 1.1, 3.1, 3.2, 3.3, 4.2, 4.3 SDG: 4	<ol style="list-style-type: none"> In class, study the writing conventions of different business correspondence. All assignments are individual assignments, EXCEPT assignment 3 and 4 which are pair assignments. 	<ol style="list-style-type: none"> A one-page resume describing your objective, educational background, work experience and skills (10 pts.) A social business letter (thank-you letter, letter of congratulations, or letter of condolence) (10 pts.) A formal agenda of a business meeting (10 pts.) Meeting minutes (10 pts.) A letter of enquiry (10 pts.) A reply to the letter of enquiry (10 pts.)

<p>Interview (15 pts.) COLO: 2.1, 2.3 SDG: 4</p>	<p>1. Practice answering commonly asked job interview questions. 2. Role-play job interviews in class.</p>	<p>A 5-10 minute job interview assessment. (15 pts.)</p>
<p>VDO Presentation (15 pts.) COLO: 2.2, 2.3 SDG: 4</p>	<p>1. Practice language functions in units 3-7 by role playing in class. 2. In a group of 4-5 people, write a script for a ten-minute role play and videotape the role play to demonstrate your ability to use a variety of language functions. 3. Present the VDO clips in the last class.</p>	<p>1. A VDO clip script (Fail to submit -5 pts.) 2. A ten-minute VDO clip (15 pts.)</p>
<p>Examination (50 pts.) COLO: 1.2, 1.3, 2.2, 3.2, 4.1 SDG: 4</p>	<p>1. Study vocabulary and expressions used in different work-related contexts. 2. Practice writing a cover letter to highlight your qualifications described in your resume. 3. Practice writing a clear and concise business memorandum.</p>	<p>1. Midterm exam (25 pts.) Vocabulary & expressions 15 pts. Cover letter writing 10 pts. 2. Final exam (25 pts.) Vocabulary & expressions 15 pts. Memo writing 10 pts.</p>

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. Please refer to Thammasat University’s regulations on students’ disciplines [here](#) and examination [here](#).

Active Learning Activities

1. Language exercises, pair work, group discussions, role-play
2. Lectures and videos
3. Presentations (live and video)

Important dates

Add/Drop 15-28 August 2023
Withdrawal with ‘W’ 4 September – 22 October 2023

Tentative schedule

Week	Dates (Mon, Tue, Thu)	Topics	Activities
1	21, 15, 17 August	<ul style="list-style-type: none"> • Course Introduction • Unit 1 Calling about a Job (Speaking) 	<ul style="list-style-type: none"> • Listen to sample dialogues about job advertisements and discuss how and what to ask when calling about a job.
2	28, 22, 24 August	<ul style="list-style-type: none"> • Unit 10 Resume and Form-filling (Writing) 	<ul style="list-style-type: none"> • Study different sections in a resume. • Write a draft of your resume. • Study some common terms in different job application forms <p>*Writing assignment 1: A one-page resume (10 pts.) COLO: 1.1, SDG: 4</p>
3	4 September 29, 31 August	<ul style="list-style-type: none"> • Unit 9 Letters of Application (Writing) 	<ul style="list-style-type: none"> • Study different layouts of business letters. • Study some sample application letters and their organization. • Complete language exercises to learn some vocabulary in this type of letter. • Write a draft of your application letter.
4	11, 5, 7 September	<ul style="list-style-type: none"> • Unit 2 The Job Interview (Speaking) 	<ul style="list-style-type: none"> • Listen to sample dialogues of an interview and discuss how to answer some commonly asked interview questions. • Role-play a job interview.
5	18, 12, 14 September	<ul style="list-style-type: none"> • Unit 11 Letters Expressing Thanks & Letters of Congratulations (Writing) • Unit 3 Telephoning (Speaking) 	<ul style="list-style-type: none"> • Study the organization of a thank-you letters and a letter of congratulations. • Complete language exercises to learn about some vocabulary in these two types of letters. • Study the English expressions used when receiving a telephone, taking a message and leaving a message plus drill of NATO phonetic alphabets.
6	25, 19, 21 September	<ul style="list-style-type: none"> • Unit 12 Letters of Condolence & Formal Invitations and Replies (Writing) 	<ul style="list-style-type: none"> • Study the organization of a letter of condolence, a formal invitation and a reply. • Complete language exercises. <p>*Writing assignment 2: A social business letter (10 pts.) COLO: 3.1, SDG: 4</p>
7	26, 28 September Monday sessions TBA	Job Interview	<p>A 5-10 minute job interview assessment. (15 pts.) COLO: 2.1, SDG: 4</p>

8	Tuesday 3 October (9.00 – 10.00)	Midterm exam (25 pts.)	<ul style="list-style-type: none"> • Vocabulary and Expressions (15 pts.) • Application letter (10 pts.) COLO: 1.2, 2.2, 2.3, SDG: 4
9	9, 10, 12 October	<ul style="list-style-type: none"> • Unit 13 Memorandums (Writing) 	<ul style="list-style-type: none"> • Discuss the uses of memorandums. • Study the format of memorandums. • Practice writing memorandums.
10	16, 17, 19 October	<ul style="list-style-type: none"> • Unit 14 Minutes of a meeting (Writing) • Unit 4 Invitations (Speaking) 	<ul style="list-style-type: none"> • Discuss how to write an agenda of a meeting. • Study the English expressions used when making an invitation, accepting an invitation and declining an invitation. *Writing assignment 3: A formal agenda of a business meeting (10 pts.) COLO: 4.2, SDG: 4
11	30, 24, 26 October	<ul style="list-style-type: none"> • Unit 14 Minutes of a meeting (Writing) 	<ul style="list-style-type: none"> • Learn how to write meeting minutes that accurately summarize the discussions and the decisions made in a meeting. *Writing assignment 4: Meeting minutes (10 pts.) COLO: 4.3, SDG: 4
12	6 November 31 October 2 November	<ul style="list-style-type: none"> • Unit 5 Receiving Visitors (Speaking) • Unit 6 Planning a Business Trip (Speaking) 	<ul style="list-style-type: none"> • Study the English expressions used when receiving visitors and role-play different situations. • Study the English expressions used when arranging transportation and accommodation for a business trip and role-play different situations.
13	13, 7, 9 November	<ul style="list-style-type: none"> • Unit 15 Letters of Enquiry (Writing) 	<ul style="list-style-type: none"> • Study the organization of a letter of enquiry. • Complete language exercises. *Writing assignment 5: A letter of enquiry (10 pts.) COLO: 3.3, SDG: 4
14	20, 14, 16 November	<ul style="list-style-type: none"> • Unit 7 Requesting (Speaking) 	<ul style="list-style-type: none"> • Study English expressions used when making requests and role-play different situations
15	27, 21, 23 November	<ul style="list-style-type: none"> Unit 15 Replies to the Letters of Enquiry (Writing) 	<ul style="list-style-type: none"> • Study the organization of a reply to a letter of enquiry. • Complete language exercises. *Writing assignment 6: A reply to the letter of enquiry (10 pts.) COLO: 3.3, SDG: 4

16	4 December 28 November Thursday sessions TBA	Course review	<ul style="list-style-type: none"> • Course review • Present the VDO clips in class VDO clip script & VDO clip submission COLO: 2.2, 2.3, SDG: 4
	Wednesday 13 December (13.00 – 14.00)	Final Exam (25 pts.)	<ul style="list-style-type: none"> • Vocabulary and Expressions (15 pts.) • Memorandum (10 pts.) COLO: 2.2, 2.3, 4.1, SDG: 4

Note: *All assignments are due ONE week after the assigned day. The earned score will be reduced progressively in relation to the number of delayed days. (-1 point per day)*

Holidays Observed:

Monday 23 October 2023: King Rama V Memorial Day

TU Teacher Day Ceremony Thursday 14 September 2023 (morning sessions)

Thursday 30 November 2023: Thammasat Commencement