



Language Institute Thammasat University
EL 212 English for Job Applications
Course Syllabus Semester 1/2023

Course Description

Practice in communicative English related to the online and on-site job application procedure. Analysis of the major elements of a job search. Preparation of application documents and practice for a job interview.

Course Objectives and Learning Outcomes (COLOs)

Objective 1: Students will be able to read advertised jobs on the Internet.
Learning Outcome 1.1: Investigate the job market on the Internet. Learning Outcome 1.2: Distinguish different sections in job vacancy advertisements on the Internet. Learning Outcome 1.3: Identify their personal job skills required for a prospective job position and write a list with detailed descriptions of job responsibilities required for a prospective job position.
Objective 2: Students will be able to read information about a prospective employer from the company's home page.
Learning Outcome 2.1: Justify necessary information about a prospective employer from the company's home page.
Objective 3: Students will be able to write an effective resume for a prospective job position.
Learning Outcome 3.1: Write an effective resume for a prospective job position by selecting appropriate headings for resume sections and making use of proper language of resumes.
Objective 4: Students will be able to write an effective cover letter for a prospective job position.
Learning Outcome 4.1: Write an effective cover letter consisting of essential parts of a job application letter for a prospective job position.
Objective 5: Students will be able to fill out an employment application form.
Learning Outcome 5.1: Fill out the information in an employment application form using different types of information required.
Objective 6: Students will be able to have a professional job interview.
Learning Outcome 6.1: Answer different types of typical job interview questions. Learning Outcome 6.2: Have a job interview of about 5 minutes long.

Course Contents

- Unit 1. Checking the job market and researching prospective employers
- Unit 2. Identifying your job skills
- Unit 3. Writing effective resumes
- Unit 4. Writing effective cover letters
- Unit 5. Filling out employment application forms
- Unit 6. Practicing your job interview skills

Course Materials

Chumworatayee, T. (2018). *English for Job Applications*. (2nd ed., Revised). Thammasat University Press.

Chumworatayee, T. (2022). *English for Job Applications*. (3rd digital ed., Revised). Thammasat University Press.

(Printed books are available at TU Bookstore, and EBooks are available at SE-ED)

Suggested Readings:

Bemidji State University. (n.d.). *Job search handbook: Business, government, and non-profit*. <http://www.Bemidjistate.edu/services/career/wp-content/uploads/sites/97/2017/03/Job-Seeking-Handbook-2016-2017>.

McGill Career Planning Service. (n.d.). *Job seeking handbook*. (6th ed.). https://www.mcgill.ca/caps/files/caps/handbook_jobsearchhandbook.pdf

National Employment Agency (NEA). (2015). *Manual for job search techniques*. https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---sro-bangkok/documents/publication/wcms_414186.pdf

School of Applied Technology, Humber College. (2017). *Job search workbook & resource manual*.

<https://appliedtechnology.humber.ca/assets/files/eworkbook-for-job-search-success-oct-2017.pdf>

The Canadian Career Development Foundation. (2015). *Job search workbook*.

<https://ccdf.ca/wp-content/uploads/2019/02/JOB-SEARCH-WORKBOOK.pdf>

Grading Criteria

Course Evaluation

1	Class Attendance and In-class Group Assignments	10 points	A = 85% (127 points) and above
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	Assignments	60 points	
2	Pair Assignments (Assignments 1-2)	20 points	B+ = 80% (120 points) - 84% (126 points)
.	Individual Assignments (Assignments 3-6)	40 points	
	Final job interview	20 points	
3	Examinations		B = 70% (112 points) -79% (119 points)
.	60 points		
	Midterm Exam 25 points		C+ = 65% (97 points) - 69% (111 points)
4	Final Exam 35 points		
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	Total	150 points	C = 60% (90 points) - 64% (96 points)
			D+ = 55% (82 points) - 59% (89 points)
			D = 50% (75 points) - 54% (81 points)
			F = Below 49% (74 points)

Instructor, Time and Venue

Section/Group	Day	Time	Room	Instructor
810001	Mon	09.30.12.30	LI 203	Asst. Prof. Kittitouch Soontornwipast
820001	Mon	13.30.16.30	SC 2-204	Asst. Prof. Kittitouch Soontornwipast
820002	Mon	13.30-16.30	LI 211	Assoc. Prof. Dr. Tipamas Chumworatayee

Details of Assignments

Tasks	What to do	What to submit
1. Class attendance and in-class group assignments (10 points) Complete each week's in-class group assignment COLO: Objectives 1-6 SDGs: 4, 8, 10, 17	1. Attend class at least 80% of the total lecture hours (10 weeks). 2. Work in groups of 3-4 members to complete each week's in-class group assignment and turn in within the class time. (2 points are deducted for each absence, and 1 point for being late for class. If students are absent but turn in the in-class assignment individually by 11.59 pm on that class day , 1.5 point is deducted.)	13 in-class group assignments (10 points)
2. Assignments (60 points) Pair Assignments (Assignments 1-2) Individual Assignments (Assignments 4-6)	All assignments are to be submitted on time (by 11.59 pm on the assignment due dates) . The earned score will be reduced progressively (-1 point per day) in relation to the number of delayed days.	Assignments 1-6 (60 points)
Pair Assignment Assignment 1 (10 points) Investigate the job market on the internet and justify information about a prospective employer COLO: Objectives 1 and 2 (COLO: 1.1 and 2.1) SDGs: 4, 8, 10	1. Use the Internet to run some searches for the types of jobs that interest you. 2. Choose one job opening advertised by an employer . The job advertisement must include job title, employer, and the following sections: description of the company, job responsibilities, ideal candidate profile, salary guide and benefits, recruitment process, and contact details (as listed on Page 7 in Unit 1).	1. The chosen job vacancy advertisement indicating the title of the sections found (4 points) 2. The company profile with the underlined answers of the 5 questions together with the question numbers (1 point) 3. Five questions and the answers in complete sentences (5 points)

	<p>3. Read your chosen job vacancy advertisement and indicate the title of the sections found in the chosen advertisement (at least 8 types of sections as indicated in Step 2).</p> <p>4. Come up with 5 questions a job seeker should ask when researching a prospective employer (Use questions on Page 40 in Unit 1 as a guideline.).</p> <p>5. Log on to the company website of your chosen job vacancy advertisement and read the company profile to find the answers to the 5 questions.</p> <p>6. Underline the answers with question numbers on your chosen job vacancy advertisement.</p> <p>7. Write questions and put the answers to the 5 questions in complete sentences.</p>	
<p>Pair Assignment Assignment 2 (10 points) Identify job skills required for the job position, then write two lists of job responsibilities (one you did and the other you do) related to the position</p> <p>COLO: Objective 1 (COLO: 1.2 and 1.3) SDGs: 4, 8, 10</p>	<p>1. Read your chosen job vacancy advertisement.</p> <p>2. Underline the key words in the qualification section and/or the explanation of what duties the hired candidate will perform (job responsibilities). Then circle any action verbs found in the underlined part.</p> <p>3. Choose 10 different job-related activities from the key words underlined and the action verbs circled in Step 2.</p> <p>4. Write two lists of job responsibilities (one you did and the other you do) and put 5 different job-related activities chosen into verb phrases under each list (See Exercise 7 Pages 65-66 in Unit 2)</p>	<p>1. The chosen job vacancy advertisement with the key words underlined (2 points) and the action verbs circled (3 points)</p> <p>2. Two lists of job responsibilities (one you do and the other you did) with a list of five job responsibilities each (5 points)</p>
<p>Individual Assignment Assignment 3 (10 points) Write an effective resume for the prospective position by selecting appropriate headings for resume sections and making use of proper language of resume</p> <p>COLO: Objective 3 (COLO: 3.1) SDGs: 4, 8, 10</p>	<p>1. Based on the information in the chosen job vacancy advertisement in Assignments 1-2, do Exercises 5, 7, 9, 11, 12, 15, 17, and 18 in Unit 3.</p> <p>2. Use the information in the exercises to make a draft copy for your resume.</p>	<p>A copy of your resume (10 points)</p>

	<p>3. Use “Resume Checklist” on Pages 126-127 in Unit 3 to check your draft.</p> <p>4. Revise your draft to make the final copy</p>	
<p>Individual Assignment Assignment 4 (10 points)</p> <p>Write an effective cover letter consisting of essential parts of a job application letter for the prospective job position</p> <p>COLO: Objective 4 (COLO: 4.1)</p> <p>SDGs: 4, 8, 10</p>	<p>1. Based on the information in the chosen job vacancy advertisement in Assignments 1-2, do Exercises 2, 4, 7, 10, and 13 in Unit 4.</p> <p>2. Make a draft copy for your cover letter.</p> <p>3. End your cover letter with a complimentary close, signature, and enclosure.</p> <p>4. Proofread your draft and see if it adheres to the layout suggested on Page 159 in Unit 4.</p> <p>5. Revise your draft to make the final copy.</p>	<p>A copy of your cover letter (10 points)</p>
<p>Individual Assignment Assignment 5 (10 points)</p> <p>Fill out the information in the employment application form using different types of information required</p> <p>COLO: Objective 5 (COLO: 5.1)</p> <p>SDGs: 4, 8, 10</p>	<p>1. Turn to Page 191 in Unit 5 and do as directed in Exercise 7.</p> <p>2. Read the instructions and each section of the application form on Pages 192-195 carefully.</p> <p>3. Use your resume as a reference sheet to jot down ideas that you will use in your answers.</p> <p>4. Fill out the employment application form in clear handwriting following the tips suggested on Pages 190-191.</p>	<p>A handwritten filled-out employment application form (10 points)</p>
<p>Individual Assignment Assignment 6 (10 points)</p> <p>Answer different types of typical interview questions</p> <p>COLO: Objective 6 (COLO: 6.1)</p> <p>SDGs: 4, 8, 10, 17</p>	<p>1. Practice answering the four types of typical job interview questions in the given examples and the exercises in Unit 6.</p> <p>2. Compile a list of questions that you think might be asked in a five-minute job interview for the position in the chosen job vacancy advertisement in Assignments 1-2 and work out what the interviewer might be looking for.</p> <p>3. Prepare the answers to the questions. (Remember to give actual examples to provide evidence for your accomplishments.)</p> <p>4. Write a five-minute interview script. (Make sure you start and</p>	<p>1. A five-minute job interview script (5 points)</p> <p>2. A role-play VDO clip on the five-minute job interview script (5 points)</p>

Scoring Criteria	Descriptors
Content (Writing/ Speaking)	Correct response demonstrating contextually correct vocabulary and appropriate expressions
Format/ Organization (Writing)	Ideas are connected and organized to the specified purpose
Spelling/ grammar (Writing)	Correct spelling/ correct use of grammatical structures
Fluency (Speaking)	Ideas are expressed without unnatural pauses and at a natural speed
Accuracy (Speaking)	Phonetically/ grammatically correct Self-correction without hesitation Effort to sound like native speakers

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 and examination.

Active Learning Activities

1. Exercises, group discussions, rehearsal
2. Lectures and training
3. Online research assignments
4. VDO role-playing

Important Dates

Add/Drop 15-28/29 Aug 2023

Withdrawal with 'W' 4 Sep -22 Oct 2023

Attendance

Students enrolled in the course will receive a **code to join a google classroom**, which provides access to details of course materials and assignments. Your instructor may provide supplemental materials during the course via the google classroom. Students who **miss more than three classes must withdraw from the course**. Two points are deducted for each absence, and 1 point for being late for class. If students are absent but **turn in the in-class assignment individually by 11.59 pm on that class day**, 1.5 point is deducted.

Tentative Teaching and Learning Schedule

Day	Learning activities/ outcomes	Topics/ contents
21 Aug	In groups of 3-4 students, students do exercises on job categories and job titles (Exercises 1 and 2) and on different sections in job vacancy advertisements (Exercise 3).	Course overview Unit 1: Checking the job market and researching prospective employers <ul style="list-style-type: none"> - Checking the job market - Unadvertised and advertised jobs - Job categories and job titles

	The students will be able to investigate the job market on the Internet and distinguish different sections in the job vacancy advertisements correctly.	(Exercises 1 and 2) - Different sections in job vacancy advertisements (Exercise 3)
28 Aug	In groups of 3-4 students, students do exercises on different sections in job vacancy advertisements (Exercises 4-7) The students will be able to identify the description of the company, the ideal candidate profile, the recruitment process, and the salary guide and benefits correctly.	Unit 1: Checking the job market and researching prospective employers - Checking the job market - Different sections in job vacancy advertisements (Exercises 4-7)
4 Aug	In groups of 3-4 students, students do an exercise on researching prospective employers (Exercise 8). The students will be able to comprehend the company profile by answering the questions correctly.	Unit 1: Checking the job market and researching prospective employers - Researching prospective employers (Exercise 8)
11 Aug	In groups of 3-4 students, students do exercises on what skills will impress prospective employers (Exercise 1), on skill areas and action words (Exercise 2), and on skill areas and job responsibilities (Exercise 3). The students will be able to find correct key words in the qualifications and/or the job responsibility section(s), match action words with correct skill areas, and match skill areas with correct job responsibilities correctly. Submission of Assignment 1 (Pair Assignment) * COLO: 2.1; SDGs: 4, 8, 10	Unit 2: Identifying your job skills - What are skills and why are they important? - How can job seekers learn what skills will impress prospective employers? (Exercise 1) - Skill areas and action words (Exercise 2) - Skill areas and job responsibilities (Exercise 3)
18 Aug	In groups of 3-4 students, students do exercises on job positions and job responsibilities (Exercise 4) and on action verbs and descriptions of job responsibilities (Exercises 5, 6. and 7). The students will be able to match job positions with correct lists of job responsibilities, put appropriate action verbs in the descriptions of job responsibilities, match verb phrases with correct synonyms, and describe the work they do/did appropriately.	Unit 2: Identifying your job skills - Job positions and job responsibilities (Exercise 4) - Action verbs and descriptions of job responsibilities (Exercises 5, 6, and 7)
25 Aug	In groups of 3-4 students, students do exercises on headings for resume sections (Exercises 1 and 2) and on the following resume sections: heading, job objective, education and work experience (Exercises 3, 4, 6, 8, and 10).	Unit 3: Writing effective resumes - What is a resume? - The language of resumes - Headings for resume sections (Exercises 1 and 2)

	<p>The students will be able to match headings with appropriate resume sections correctly and write appropriate information in the following resume sections: headings, job objective, education, and work experience.</p> <p>Submission of Assignment 2 (Pair Assignment) *</p> <p>COLO: 1.2 and 1.3; SDGs: 4, 8, 10</p>	<ul style="list-style-type: none"> - The formats of resumes/ common resume sections - Personal information sheet (Exercise 3) - Section information and examples <ul style="list-style-type: none"> - Heading (Exercise 4) - Job objective (Exercise 6) - Education (Exercise 8) - Work experience (Exercise 10)
<p>Mon 2 Oct 14.30- 16.30</p> <p>9 Oct</p>	<p>Midterm Examination (25 points)</p> <p>COLO: 1.2, 1.3, 3.1; SDGs: 4, 8, 10</p> <p>In groups of 3-4 students, students do exercises on the following resume sections: skills (Exercise 12), extracurricular activities and honors (Exercise 14), personal interests and hobbies (Exercise 16), and references and portfolio (Exercise 18).</p> <p>The students will be able to write appropriate information in the following resume sections: skills, extracurricular activities and honors, personal interests and hobbies, and references and portfolio.</p>	<p>1. Indicate the sections in a job vacancy advertisement.</p> <p>2. Answer a company's profile questions.</p> <p>3. Describe the past job responsibilities in a job description.</p> <p>Unit 3: Writing effective resumes</p> <ul style="list-style-type: none"> - Section information and examples <ul style="list-style-type: none"> - Skills (Exercise 12) - Extracurricular activities and honors (Exercise 14) - Personal interests and hobbies (Exercise 16) - References and portfolio (Exercise 18) <p>Format your resume</p>
16 Oct	<p>In groups of 3-4 students, students do exercises on the first two parts of a cover letter: heading (Exercise 1) and opening (Exercises 3, 5, and 6).</p> <p>The students will be able to write heading and opening parts of a cover letter correctly.</p> <p>Submission of Assignment 3 (Individual Assignment) *</p> <p>COLO: 3.1; SDGs: 4, 8, 10</p>	<p>Unit 4: Writing effective cover letters</p> <ul style="list-style-type: none"> - Four essential parts of a cover letter <ul style="list-style-type: none"> - Heading (Exercise 1) - Opening: Salutation (Exercise 3) - Opening: Grabbing attention with Your opening (Exercises 5 and 6)
<p>23 Oct No class (King Rama V Memorial Day)</p> <p>The make- up class to be announced</p>	<p>In groups of 3-4 students, students do exercises on the last two parts of a cover letter: argument (Exercises 8 and 9) and closing (Exercises 11 and 12), on the information of different parts of a cover letter (Exercise 14), and on using personal information to complete a cover letter.</p> <p>The students will be able to write argument and closing parts of a cover letter correctly, put information of a cover letter in the correct parts, and use appropriate personal information to complete a cover letter.</p>	<p>Unit 4: Writing effective cover letters</p> <ul style="list-style-type: none"> - Four essential parts of a cover letter <ul style="list-style-type: none"> - Argument <ul style="list-style-type: none"> - Qualities and skills (Exercise 8) - Highlighting your qualifications (Exercise 9) - Closing (Exercises 11 and 12) - Three paragraphs of a cover letter (Exercise 14) - How should a cover letter be laid out? (Exercise 15)

30 Oct	<p>In groups of 3-4 students, students do exercises on factual information and administrative information in a job application form (Exercises 1 and 2).</p> <p>The students will be able to match words, phrases, or sentences concerning factual information in a job application form with their correct synonyms, match factual information with its correct heading, and match administrative information with its correct heading.</p> <p>Submission of Assignment 4 (Individual Assignment) *</p> <p>COLO: 4.1; SDGs: 4, 8, 10</p>	<p>Unit 5: Filling out employment application forms</p> <ul style="list-style-type: none"> - What are employment application forms like? - Factual information (Exercises 1 and 2) - Administrative information (Exercise 3)
6 Nov	<p>In groups of 3-4 students, students do exercises on analytical information (Exercises 4, 5, and 6) and on filling out an online employment application form (Exercise 8).</p> <p>The students will be able to write grammatically correct sentences to answer analytical questions in employment application forms and fill out appropriate information in an online employment application form.</p>	<p>Unit 5: Filling out employment application forms</p> <ul style="list-style-type: none"> - What are employment application forms like? - Analytical information (Exercises 4, 5, and 6) - Tips for filling out an employment application form - Filling out an online employment application form (Exercise 8)
13 Nov	<p>In groups of 3-4 students, students do exercises on interview questions about personal data (Exercise 1) and about work history (Exercise 3).</p> <p>The students will be able to answer interview questions about personal data and about work history correctly.</p> <p>Submission of Assignment 5 (Individual Assignment) *</p> <p>COLO: 5.1; SDGs: 4, 8, 10</p>	<p>Unit 6: Practicing your job interview skills</p> <ul style="list-style-type: none"> - Preparing for the job interview - Practicing typical job interview questions and answers - Questions about your personal data (Exercise 1) - Questions about your work history (Exercise 3)
20 Nov	<p>In groups of 3-4 students, students do exercises on questions about new job and the company (Exercises 5 and 6) and about future (Exercise 7) and on answers to the interview questions (Exercises 9 and 10).</p> <p>The students will be able to answer interview questions about new job and the company and about future correctly and correctly choose the best answer to the interview questions.</p>	<p>Unit 6: Practicing your job interview skills</p> <ul style="list-style-type: none"> - Practicing typical job interview questions and answers - Questions about your new job and the company (Exercises 5 and 6) - Questions about your future (Exercise 7) - Interview questions and answers (Exercises 9 and 10)
27 Nov	<p>In pairs, students role-play their five-minute interview scripts.</p>	<p>Unit 6: Practicing your job interview skills</p> <ul style="list-style-type: none"> - Role play a five-minute interview

<p>4 Dec</p> <p>Tue 19 Dec 13.00- 16.00</p>	<p>The students will be able to answer interview questions appropriately and role-play their five-minute interview script fluently.</p> <p>Submission of Assignment 6.1 (Individual Assignment) * (A five-minute job interview script) COLO: 6.1; SDGs: 4, 8, 10</p> <p>Each students have a five-minute impromptu job interview with the instructor.</p> <p>The students will be able to answer 5 impromptu job interview questions with the instructor appropriately and fluently.</p> <p>Submission of Assignment 6.2 (Individual Assignment) * (A role-play VDO clip on the five-minute job interview script) COLO: 6.2; SDGs: 4, 8, 10, 17</p> <p>Final Examination (35 points) COLO: 4.1, 5.1; SDGs: 4, 8, 10</p>	<p>Unit 6: Practicing your job interview skills</p> <ul style="list-style-type: none"> - A five-minute impromptu job interview with the instructor <p>1. Fill in the missing information in a resume. 2. Write a cover letter applying for the position in a job vacancy advertisement. 2. Fill out an application form with your own personal information.</p>
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* All assignments are due at 11.59 pm on the assignment due dates. The earned score will be reduced progressively in relation to the number of delayed days (-1 point per day)