



LITU Facebook



Language Institute Thammasat University
EL 321 Communicative English for Business 2
Course Syllabus Semester 1/2023

Course Description

Development of advanced international business English. Practice in business participation and leadership in international business. Improvement of fluency and accuracy in advanced listening, speaking, reading and writing. Use of advanced business-related vocabulary. Application of current business knowledge and theories in assignment completion.

Course Objectives and Learning Outcomes (COLOs)

Objective 1: To professionally use English for business conversations and presentations

Outcome 1.1: Collaborate on a project and participate in a negotiation in professional manners

Outcome 1.2: Give a presentation based on visual data asking for investment fluently and professionally

Outcome 1.3: Take parts in decision making, discussing preferences and reaching an agreement

Outcome 1.4: Lead and manage a team meeting

Outcome 1.5: Conduct an interview about working in another culture

Objective 2: To write work-related media fluently and accurately

Outcome 2.1: Write a letter of complaint using correct grammar and vocabulary

Outcome 2.2: Write a short report giving suggestions, advice and recommendations using correct grammar and business vocabulary.

Course Contents

The course consists of key business-related issues, i.e. collaborating, negotiating, relationship-building, and leading a meeting. Students will practice these issues using business English in terms of business vocabulary, international corporate cultures and business documents. Through business-related listening, speaking, reading and writing, students will transfer their basic communicative English to English for business purposes.

Course Materials

Business partner B1+ (2018). Iwonna Dubicka, Margaret O’Keeffe, Bob Dignan, Mike Hogan, & Lizzie Write. Pearson Education Limited.

Suggested Readings

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> Language Institute,

Course evaluation

Criteria	Points	Grade ranges
Attendance and participation	10	A = 80 and <i>above</i>
Performing negotiations	20	B+ = 76 - 79
Research a Culture	10	B = 70 - 75
Creating a company	10	C+ = 66 - 69
Conducting a meeting	10	C = 60 - 65
A group presentation	20	D+ = 56 - 59
Quizzes (x2)	20	D = 50 - 55
TOTAL	100	F = 49 and <i>below</i>

Late submissions will affect students' scores, i.e., point deductions. 1 point deducted for each absence

Assignments

Tasks	What to do	What to submit/perform
1. Participation (10%) SDG 4.3.1 (participation rate)	Attend, participate and complete exercises in online companion website	Participation in activities and exercises 5% - Attendance 5% - Participation
2. Negotiating (20%) COLO: 2.2 SDG 4.6.1 (functional literacy)	Students, in groups of three or four, will conduct negotiations groups in the class, demonstrating key skills required for successful negotiations.	In groups, students will conduct a monitored negotiation 10% - Demonstrating negotiating techniques 10% - Accurate language
3. Research a Culture (20%) COLO: 2.2 SDG 4.6.1 (functional literacy)	Students write a formal report to give advice and recommendation for the best course of action for a particular situation.	Each group submits a recorded interview and a 150-word summary of ten dos and don'ts of the interviewee's country. 10% - Content 10% - Accurate Language
4. Creating a Company (10%) COLO: 2.2 SDG 4.6.1 (functional literacy)	Students, in groups of three or four, will create an imaginary company by considering and outline the key components in the creation of a company.	Groups submit 1 page outline of company and give a brief presentation to class 5% - Content & creativity 5% - Accurate language
5. Conducting a Meeting (10%) COLO: 1.3,1.4 SDG 4.6.1 (functional literacy)	In the same groups students have formed to create a company, they will conduct an in-class meeting. Each student must take a turn leading a meeting within their group.	A group company meeting in class 10% - Accurate language use 10% - Effectiveness of meeting in achieving goals
6. Investment Presentation (20%) COLO: 1.1,1.2 SDG 4.4.1 (ICT skills)	Students, in groups of three or four, deliver a PowerPoint presentation that should last 10-15 minutes. <u>Topic:</u> Students will present an overview of the company they developed during the term. The focus of the presentation is to entice investors to invest in their company, imagining the class as consisting of potential investors.	A group presentation in class of 10-15 minutes 5% - Delivery (clear & engaging) 5% - Language & organization 10% - Topic development (content)

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

• Student-led learning • Group discussion • Pair work • Autonomous learning • Oral presentation • Role play

Instructor, time and venue

Section	Day	Time	Classroom	Instructor
450001	Tuesday	13.30 - 16.30	LI 210	A. Steven B. Smith
540001	Thursday	13.30 - 16.30	LI 212	Asst. Prof. Dr. Vajjaghan
820001	Monday	13.30 - 16.30	SC 2 - 306	Asst. Prof. Dr. Vajjaghan
820002	Monday	13.30 - 16.30	SC 2 - 307	A. Dr. Pornchanok

Important Dates

Add/Drop - 15th -28th August 2023

Withdrawal with 'W' - 4th September – 22nd October 2023

Teaching Schedule

Week	Date	Learning Activities	Topics/ contents
1	Aug 15-21	<ul style="list-style-type: none">List and use vocabulary related to logistics and the delivery of goods (August 14th Holiday, resulting in Dec 4th last day of semester)	Course Introduction Unit 5.1 E-Commerce
2	Aug 22-28	<ul style="list-style-type: none">Identify and use a range of passive forms to describe process (past, present and future tenses)Recognise the stages in a typical negotiation and can use a range of phrases for each stage of the negotiation process	Unit 5.2 Driverless Technology Unit 5.4 Negotiating
3	Aug 29- Sep 4	<ul style="list-style-type: none">Recognise different ways to collaborate with others and can use a range of phrases for agreeing & disagreeingIdentify the organisation of a letter of complaint and can produce a letter or email of complaint with supporting details	Unit 5.3 Collaborating Unit 5.5 Writing a Letter of Complaint
4	Sep 5-11	Performing Negotiations – In-class assignment (20%)	
5	Sep 12-18	<ul style="list-style-type: none">List and use a range vocabulary for talking about work cultures and adjectives for describing people's personalityAble to give advice, make suggestions and recommendations in a written report	Unit 7.1 Global Work Cultures Unit 7.5 Making Recommendations

Teaching

Week	Date	Learning Activities	Topics/ contents
6	Sep 19-25	<ul style="list-style-type: none"> Identify and can use the Past Simple, Past Continuous and Past Perfect Simple to tell anecdotes. Recognise different ways to make decisions and can use phrases for expressing preferences Research a Culture – Present in-class (10%) 	Unit 7.2 Cultural Anecdotes Unit 7.3 Decision-making
7	Sep 26- Oct 9	<ul style="list-style-type: none"> Recognize strategies for building relationships and can use phrases to keep a conversation going In-class Quiz 1 (10%) (for s.820002 after MT Week) 	Unit 7.4 Relationship Building
1-8 Oct 2023 - - Midterm Week (No Exam)			
8	Oct 10-16	<ul style="list-style-type: none"> Identify and use relative pronouns (who, that, which, when, where, whose) in defining and non-defining relative clauses when speaking and writing. Recognise different ways to give feedback and can use a range of phrases for giving and receiving feedback. 	Unit 8.2 Neuroleadership Unit 8.3 Giving and Receiving Feedback
9	Oct 17-23	Creating a Company (groups present in class) (10%)	
10	Oct 24-30	<ul style="list-style-type: none"> List and use common verb and noun collocations related to work and leadership Recognise the techniques for dealing with interruptions and can use a range of phrases for leading and managing meetings. 	Unit 8.1 Learning to Lead Unit 8.4 Leading Meetings
11	Oct 31-Nov 6	<ul style="list-style-type: none"> List and use vocabulary related to starting and financing a business. Identify and can use reported speech to report what other people have said and asked. 	Unit 6.1 Fairphone Unit 6.2 Young Entrepreneurs Unit 6.3 Influencing
12	Nov 7-13	<ul style="list-style-type: none"> Use a range of phrases to present facts and figures using visual information. Able to write a simple summary of factual work-related information. 	Unit 6.4 Presenting facts & figures Unit 6.5 Summarizing
13	Nov 14-20	Conducting a Meeting – In-class assignment (10%)	
14	Nov 21-27	<ul style="list-style-type: none"> Able to write an email informing staff or colleagues about decisions taken. In-class Quiz 2 (10%) 	Unit 8.5 Informing of a Decision
15	Nov 28-Dec 4	Investment Presentation – In-class assignment (20%)	
6 Dec 2023 - Final Exam Period Begins (No Exam)			