



Course Syllabus

Location Nakhon Pathom Rajabhat University

Course Code 1500104

Credits

3(3-0-6)

Course Title English for Professional Purposes

Curriculum Bachelor

Type of Course

Core Subject

Course Coordinator Mrs. Khanittha Chetupon

Lecturers

Academic Year

Course Description

Skill in listening to announcement, report and interview, technically expressing opinion on area of expertise, fluent and natural interaction with English native speaker, using clear expression and giving detail in various topics, understanding purpose of complicate issue, explaining perspective of problem, reading complicate text and identifying purpose, writing at paragraph level, writing short report, and writing pros and cons essay

Course Objectives

At the end of this course, students will be able to:

1. apply knowledge and expression in English in listening and speaking for professional communication;
2. write paragraphs, short reports and essays with intermediate vocabulary and grammar;
3. read completed text and summarize a text in paragraphs using intermediate-level inputs.

Tentative Teaching Schedule

Week	Content	Goals	Evaluations
1	- Course orientation - Unit 1 Communicating on the phone: conference calls	- Get to know vocabulary about conference calls - Be able to have a conference call - Understand the use of <i>Going to</i> vs. <i>Will</i>	- Create conversation using clear and polite speech on telephone call - Make a role play
2	- Unit 1 Communicating on the Phone: Conference Calls	- Be able to set an agenda for a meeting	- Complete the task with the correct answer

Week	Content	Goals	Evaluations
		- Be able to rearrange the date of meeting due to a busy schedule	- Set an agenda according to the situation given - Rearrange a meeting schedule
3	- Unit 4 Job Interviews: Interview Skills	- Be able to identify important job skills in interviews - Be able to write a simple resume - Understand the use of modal verbs to discuss future even or abilities	- Complete the task with the correct answer. - Write a resume to highlight work experience
4	- Unit 4 Job Interviews: Interview Skills - Speaking task 1 (5 points)	- Get to know the interview tips - Be able to answer common questions asked during job interviews	** Speaking task 1 **
5	- Unit 6 Job Hunting: Online Job Search	- Understand terminology related to online job searches - Be able to write a letter to request advice on how to find a job	- Complete the task with the correct answer.
6	- Unit 6 Job Hunting: Online Job Search	- Understand the use of imperatives to give commands and suggestions - Be able to offer tips for finding jobs using imperative form	- Make a VDO presentation for tips on how to find job in the current job market
7	- Unit 8 Meeting Mastery: Wrapping Things Up	- Get to know key phrases used to conclude a business meeting - Be able to turn notes from a meeting into a formal summary	- Complete the task with the correct answer.
8	MID-TERM EXAM (NO CLASS)		
9	- Unit 8 Meeting Mastery: Wrapping Things Up - Speaking task 2 (5 points)	- Understand the use of gerunds and infinitives - Be able to conduct meetings and discussing topics	** Speaking task 2**
10	- Unit 9 Negotiating for Success: Closing the Deal	- Get to know vocabulary about sales terms related to negotiations - Understand how to negotiate for a good deal	- Complete the task with the correct answer
11	- Unit 9 Negotiating for Success: Closing the Deal	- Understand the use of adverbs to describe how things happen or done - Be able to use polite language to negotiate for a good deal	- Complete the task with the correct answer - Respond to written sales offers for goods
12	- Unit 12 Solving Problems: Business Problems	- Get to know vocabulary used in the financial sector	- Complete the task with the correct answer

Week	Content	Goals	Evaluations
		- Be able to use phrases to offer solutions and ideas appropriately	- Give possible solution for the problem at work
13	- Unit 12 Solving Problems: Business Problems - Speaking task 3 (10 points)	- Understand the use of negative verb forms to express the opposite meaning - Be able to write a report detailing a company problem and possible solutions	** Speaking task 3**
14	- Listening Assessment (10 points)		**Listening test**
15	- Activity performance (10 points)		- Give a presentation
16	- Review unit 1, 4, 6, 8, 9 and 12 - Report on the use of CEFR LR Simulation software (10 Points)		

Teaching Methods

- Communicative Language Teaching
- Blended Learning
- Active Learning

Teaching Materials

- Blackler, J. (2018). *Workplace Success 3*. Thailand: Cengage Learning Indo-China Limited
- Supplementary worksheet

Evaluation

Class Attendance and Participation	10%
Assignments	40%
- Reading assignment (15%)	
- Writing assignment (15%)	
- Focused skill (10%)	
Quiz	20%
- Listening Assessment (10%)	
- Speaking Assessment (10%)	
CEFR LR Simulation Software	10%
Final Exam	20%

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Grading

80-100	A	60-64	C
75-79	B+	55-59	D+
70-74	B	50-54	D
65-69	C+	0-49	E