



Course Syllabus

Location Nakhon Pathom Rajabhat University

Course Code 1500135

Credits

3(3-0-6)

Course Title English at Work

Curriculum Bachelor

Type of Course

Core Subject

Course Coordinator: Dr. Itthinan Kimhachandra, Mr. Norberto T. Bondoc

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Lecturers

1. Dr. Itthinan Kimhachandra

2. Mr. Ronnakorn Thummachit

3. Mr. Norberto T. Bondoc

4. Mr. Sopheak Sek

5. Mr. Paul Alvin Gonzales Dimayuga

6. Mr. Anjas Asmara

Academic Year 2/2020

Course Description

Skills in listening, speaking, reading and writing at work, self and organization introducing, interviewing, telephoning, presenting, documents reading, job application form writing, interoffice memo writing and e-mail communicating

Course Objectives

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

1. Summarize main ideas and details of texts listened and read in common situations of business contexts;
2. Use terms in business organization and expressions to talk with customers in business related situations appropriately;
3. Write business documents using correct pattern, vocabulary and grammar;
4. Analyze business

Tentative Teaching Schedule

Week	Content & Activities	Evaluation
1	<ul style="list-style-type: none"> - Course Orientation - Introductions 	
2	<ul style="list-style-type: none"> - Unit 1 Job Interviews: Describing Experience - Listening: Job interview - Speaking: Job interview Role-Play - Vocab: Job duties 	
3	<ul style="list-style-type: none"> - Unit 1 Job Interviews: Describing Experience - Reading: A Cover Letter - Writing: A Cover Letter - Grammar: Duration, Prepositional Phrases 	<p style="text-align: center;">‘Self Study’ Assign Writing Assignment 1 ‘Short Biography’ (5%)</p>
4	<ul style="list-style-type: none"> - Unit 3 Communication on the Phone - Listening: Voicemail - Speaking: Leaving a Voicemail Message, Telesales - Vocab: Phone Terms 	
5	<ul style="list-style-type: none"> - Unit 3 Communication on the Phone - Reading: A Phone Message - Writing: Leaving a Message - Grammar: Past Tense 	<p style="text-align: center;">Speaking Assignment 1 ‘Interview Someone’ 10%</p>
6	<ul style="list-style-type: none"> - Unit 4 Job Hunting: Evaluating Companies - Listening: Job Fair Public Announcement - Speaking: Job Fair Role-Play - Vocab: Job Advertisement Language 	
7	<ul style="list-style-type: none"> - Unit 4 Job Hunting: Evaluating Companies - Reading: A Company Description - Writing: E-mail Inquiry for Internship - Grammar: Yes/No Questions 	<p style="text-align: center;">Writing Assignment 2 ‘Company Profile & Ad’ (5%)</p>
8	<p>MID-TERM EXAM (NO CLASS)</p>	
9	<ul style="list-style-type: none"> - Unit 6 Powerful Presentations: Understand the News - Listening: Breaking News - Speaking: Generating Interest, Discussing the Economy - Vocab: Current Affairs 	
10	<ul style="list-style-type: none"> - Unit 6 Powerful Presentations: Understand the News - Reading: Financial News - Writing: My Last Vacation - Grammar: Past Tense 	

Week	Content & Activities	Evaluation
11	- Unit 7 Meeting Mastery: Expressing Opinions - Listening: Meeting Dialog - Speaking: Agreement & Disagreement, Meeting Role-Play - Vocab: Opinions, Clarifications	Speaking Assignment 2 'Expressing Ideas' (Assign)
12	- Unit 7 Meeting Mastery: Expressing Opinions - Reading: Meeting Minutes - Writing: Note taking - Grammar: Want to/Like to	Speaking Assignment 2 'Expressing Ideas' (Due date) 10% Video format submission
13	- Unit 10 Travelling on Business: Flying - Listening: Flighty Check-in Information - Speaking: Going through Immigration and Customs, Where have you been? - Vocab: Flying Terms	
14	- Unit 10 Travelling on Business: Flying - Reading: Airport Information - Writing: Flight Reservations - Grammar: Modals of Necessity	Listening (20 questions) 10%
15	Oral Presentation: 'How to do/make...'	Listening (20 questions) 10% Oral Presentation: 'How to do/make...' 20%
16	Lessons Review	Oral Presentation: 'How to do/make...' 20% 'Self Study' Reading & Comprehension Assignment (Assigned in week 3) 10%
17-18	Final Examination	

Teaching Methods

Active learning, Collaborative learning

Teaching Materials

- Text book: Blackler, J., Workplace Success 2, Cengage Learning Indo-China Ltd.
- Handouts, PowerPoint Slides, Flashcards/images, Video & Audio clip, Role-play situations

Evaluation

- Class Attendance and Participation 10%
- Speaking Assignment 20% (2x10%)
- Listening Assessment 10%
- Assignment (written) 10% (2x5%)
- Self study 10%
- Oral Presentation 20%
- Final Paper Test (multiple choice) 20%

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

Important Notes:

- 80% mandatory class attendance;
- students absent for more than 3 times will automatically get 'E' grade in the course;
- 1 point deducted for one absence / 0.5 point deducted for one lateness;
- Cooperation and being considerate towards your teachers is a course requirement.

Details of Assignments/Assessment

Speaking Assignment

- Speaking Assignment 1: Interview Someone (Unit 1, 3, 4) (10%)
- Speaking Assignment 2: Expressing Ideas (Unit 7) (10%)
- Oral Presentation: How to do/make ... - individual (20%)

Listening Assessment: ED Puzzle Video Quiz (Unit 10) (10%)

Self-study Reading & Comprehension Assignment (10%)

- Assigned in week 3

Writing Assignment

- Writing Assignment 1: Short Biography (Unit 1) (5%)
- Writing Assignment 2: Company Profile & Ad (Unit 4) (5%)