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

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Lecturers

1. Mrs. Khanittha Chetupon
2. Ms. Pasika Tharanatham
3. Mrs. Pimnipohn Sodkomkham
4. Mr. Ronnakorn Thummachit
5. Ms. Aye Aye Mi
6. Mr. Paul Alvin G. Dimayuga
7. Mrs. Michelle H. Mayormita
8. Mr. Jemar Largo Dela Cruz
9. Mr. James Anthony Dobson
10. Mr. Jade Oliver Dabon
11. Mr. Eurico Francisco Muller

Academic Year 1/2022

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 of vocabulary and expression in English in professional communication;
2. understand complicated issues and express opinions or perspectives on the problems using clear and appropriate expression;
3. write paragraph, short report and essay with intermediate vocabulary and grammar; and
4. create a project and deliver a formal oral presentation of 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 *Going to* vs. *Will*	- 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 - Be able to rearrange the date of meeting due to a busy schedule	- Complete the task with the correct answer - 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 the future event or abilities	- Complete the task with the correct answer - Write a resume to highlight work experience
4	- Unit 4 Job Interviews: Interview Skills	- Get to know the interview tips - Be able to answer common questions asked during job interviews	- Complete the task with the correct answer
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 imperatives form	- Make a VDO presentation for tips on how to find job in the current job market

Week	Content	Goals	Evaluations
7	- Unit 8 Meeting Mastery: Wrapping Things Up - Speaking test 1 (5 points)	- Get to know key phrases used to conclude a business meeting - Be able to take notes from a meeting into a formal summary	*****Speaking test 1*****
8	MID-TERM EXAM (NO CLASS)		
9	- Unit 8 Meeting Mastery: Wrapping Things Up	- Understand the use of gerunds and infinitives - Be able to conduct meetings and discussing topics	- Complete the task with the correct answer
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 - Be able to use phrases to offer solutions and ideas appropriately	- Complete the task with the correct answer - Give possible solution for the problem at work
13	- Unit 12 Solving Problems: Business Problems	- 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 test 2*****
14	- Listening Assessment (10 points)		*****Listening test *****
15	- Presentation (10 points)		- Give a presentation
16	- Review unit 1, 4, 6, 8, 9 and 12		

Teaching Methods

- Communicative Language Teaching
- Student-centered Learning
- Active Learning

Teaching Materials

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

- Tharanatham, P. (2022). Supplementary Materials 1500104 English for Professional Purposes.

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%)	
TOEIC Simulation Software	10%
Final Exam	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

NOTE:

Assignments will be according to the teacher's discretion (in consideration of the students' performance, classification and learning styles)