



Course Syllabus

Location Nakhon Pathom Rajabhat University

Course Code 1500135

Credits

3(3-0-6)

Course Title English at Work

Curriculum Bachelor degree

Type of Course

Core Subject

Course Coordinator: Dr. Itthinan Kimhachandra

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Lecturers

1. Dr. Itthinan Kimhachandra

2. Mr. Norberto T. Bondoc

3. Mr. Sopheak Sek

4. Mr. Jaime Paster

Academic Year 2/2022

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	Note
1	- Course Orientation - Introductions		
2	- Unit 1 Job Interviews: Describing Experience - Listening: Job interview - Speaking: Job interview Role-Play - Vocab: Job duties		Dec 12 (holiday)
3	- Unit 1 Job Interviews: Describing Experience - Reading: A Cover Letter - Writing: A Cover Letter - Grammar: Duration, Prepositional Phrases	'Self Study' Assign Writing Assignment 1 'CV & Short Biography' (5%)	
4	- Unit 3 Communication on the Phone - Listening: Voicemail - Speaking: Leaving a Voicemail Message, Telesales - Vocab: Phone Terms		
5	- Unit 3 Communication on the Phone - Reading: A Phone Message - Writing: Leaving a Message - Grammar: Past Tense	Speaking Assignment 1 'Introducing myself' 10%	Jan. 2 (holiday)
6	- Unit 4 Job Hunting: Evaluating Companies - Listening: Job Fair Public Announcement - Speaking: Job Fair Role-Play - Vocab: Job Advertisement Language		
7	- Unit 4 Job Hunting: Evaluating Companies - Reading: A Company Description - Writing: E-mail Inquiry for Internship - Grammar: Yes/No Questions	Writing Assignment 2 'Working Portfolio' (5%)	
8	- Unit 6 Powerful Presentations: Understand the News - Listening: Breaking News - Speaking: Generating Interest, Discussing the Economy - Vocab: Current Affairs		
9	MID-TERM EXAM (NO CLASS)		
10	- Unit 6 Powerful Presentations: Understand the News - Reading: Financial News - Writing: My Last Vacation - Grammar: Past Tense	Oral Presentation: 'How to do/make...' or any topics depend on the teacher and students' agreement. (assign)	

Week	Content & Activities	Evaluation	Note
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	'Self Study' Reading Comprehension (Assigned in week 3) 10%	
14	- Unit 10 Travelling on Business: Flying - Reading: Airport Information - Writing: Flight Reservations - Grammar: Modals of Necessity	Listening (20 questions) 10%	Mar. 6 (holiday)
15	Oral Presentation (Group work: VDO Clip)	Oral Presentation (Due date) 20%	
16	Lessons Review/Make up class		
17	Lessons Review/ Make up class		
18... Apr 3-12, 2023	Final Examination		

Teaching Methods

Active learning, Collaborative learning

Teaching Materials

- Text book: Blackler, J., Workplace Success 2, Cengage Learning Indo-China Ltd.
- Handouts: Kimhachandra, I., English at Work (2022), 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%
- Product Presentation 20%
- Final Paper Test (40 items 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: Introduce myself (vdo clip: Unit 1, 3, 4) (10%)
- Speaking Assignment 2: Expressing Ideas (individual/pair work: Unit 7) (10%)
- Product Presentation: Product introduction/advertisement (Individual work) (20%)

Listening Assessment

(10%)

Writing Assignment

- Writing Assignment 1: CV & Short Biography for applying a job (5%)
- Writing Assignment 2: Working portfolio (Unit 4) (5%)

Self-study

(10%)

- Reading assignment: assign the students to read passages in U.8 for midterm, U.9 for final (10 mc + 1 open ended Q)