

Course Specification

University	Suan Dusit University
Campus/ Faculty/ Field of Study	Faculty of Humanities and Social Sciences English Program

Section 1: General Information

1.1 Course code and title:

Course code: (1552123)

Course Title: In Thai ภาษาอังกฤษเพื่ออาชีพ

In English: English for Careers

1.2 Number of Credit

3 (3-0-6) credits

1.3 Curriculum and Type of subject

English Curriculum, compulsory subject

1.4 Responsible faculty member

Asst. Prof. Neeru Shusatayasakul & Aj. Natee Pechsuttitanasan

1.5 Semester/year of study

1st semester/3 year

1.6 Pre-requisites for this course

None

1.7 Co-requisites for this course

None

1.8 Venue of study

TBD

1.9. Date of course modification

May 2017

Section 2: Aims and Objectives

2.1 Course Objectives: The course English debate & discussion aims to develop students' knowledge, skills & ability under 5 domains as mentioned in **curriculum mapping of TQF 2**, and are as the following:

- 1) Morals and Ethics:** Develop problem-solving skills in order to apply the knowledge learned in a moral and ethical approach and to show understanding of other people and the world in order to become well-rounded members of the society.
- 2) Knowledge:** Acquire the knowledge on various concepts, theories and principles of the English language relevant to the academic discipline and specialized field of study
- 3) Cognitive Skills:** (Intellectual Development) Develop logical, rational and critical thinking skills to be able to understand apply the knowledge learned for academic and professional growth
- 4) Interpersonal Skills and Responsibilities:** Have the initiative to help others, work effectively as a team and exhibit a sense of responsibility in learning to achieve personal and professional development
- 5) Analytical, Communicative and IT Skills:** Develop problem-solving skills and be able to utilize information technology in acquiring and gathering accurate information and to communicate both in English and Thai and both in written and spoken forms

2.2 Purpose for course development and modification

To modify and improve the course through the addition of teaching methods that promotes active learning. These methods will help ensure that the aims and objectives of the course will be achieved.

Section 3: Course Management

3.1 Course description:

ศึกษาและฝึกฝนการใช้คำศัพท์ สำนวน โครงสร้างภาษาอังกฤษที่จำเป็นต่อการปฏิบัติงานที่หลากหลาย ได้แก่ งานด้านการบริการและการต้อนรับ งานด้านอุตสาหกรรมการท่องเที่ยว งานด้านธุรการ งานด้านเลขานุการ โคนเน้นทักษะในการฟังและการสนทนาโต้ตอบ

Study and practice about terms, idioms and structure of essential English for several careers that servicing and reception, tourism, administration and secretaries emphasizing listening and speaking skills

3.2 Teaching Hours per semester

Lecture hours	Additional Teaching Hours	Practice/Training/Fieldwork	Self-study
45 hours (3hrs x15 weeks)	-----	-----	90 hours (6hrs. x15 weeks)

3.3 Consultation hours

- 1) Group and/or individual consultations arrange for 8am. - 8 pm., any day except Tuesday & Wednesday.
- 2) Consultations done through Group Line Messenger and through email @ ch-avi@hotmail.com

Section 4: Student Learning Development

Teaching and Assessment:

Learning domains	Teaching Strategies	Assessment Method	Week of Evaluation	Percentage
<p>1.Morals and Ethics :</p> <p>1.1 Develop problem solving skills with great consideration of moral, ethical and social values.</p> <p>1.2 Exhibit a sense of responsibility towards learning and accomplishing assigned tasks.</p> <p>1.3. Be open-minded and have a holistic understanding of the society and the world.</p> <p>1.4 Be able to acquire and apply the knowledge morally and ethically.</p> <p>1.5 Be able to show honesty, integrity and selflessness.</p>	<p>1.1 Students will be coached on Discipline, punctuality & responsibility towards assignments & behavior.</p> <p>1.2. Students will be coached towards the value of learning and assignments in learning and professions.</p> <p>1.3 A discussion between students & teacher to understand society through the lessons.</p> <p>1.4 Students will undertake theme in pairs and groups on various careers topics throughout their learning activities, and will be coached in issues of honesty, integrity, respecting others opinions & using reasonable reasons while having to participate in cooperative activities in the classroom & tests on assignments.</p>	<p>1.1 (Authentic Assessments)</p> <p>1.2 (Authentic Assessments)</p> <p>1.3 (Authentic Assessments)</p>	<p>Wk. 1– 16</p>	<p>10%</p>

<p>2.Knowledge:</p> <p>2.1 Have the general and systematic knowledge of the various concepts of the English language and fields of study such as translation, teaching English, literature and linguistics.</p> <p>2.2 Have the awareness of the principles and theories involving the English language and fields of study such as translation, teaching English, literature and linguistics.</p> <p>2.3 Understand the progress and advancements of knowledge specifically in learning the English language and the different fields of study.</p> <p>2.4 Be well-informed of the various</p>	<p>2.1 Interactive lecture in presenting the main concept of the contents and the practical application of these concepts.</p> <p>2.2 Interactive lecture, Knowledge based learning.</p> <p>2.3 Interactive lecture and thinking based learning to solve problems on various real life situations through various careers' situations.</p> <p>2.4 Interactive lecture, discussion &</p>	<p>(Authentic Assessments) On</p> <p>1. In class Activities</p> <p>2. Writing Assignments</p> <p>3. Final examination</p>	<p>Wk. 1– 15</p> <p>Wk.3,5,7,13</p> <p>Wk.16</p>	<p>40%</p> <p>20%</p> <p>30%</p>
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<p>studies and research on relevant issues</p> <p>2.5 Acquire the knowledge and understanding of the culture of the ASEAN countries, the western culture and most importantly of one's own culture.</p>	<p>demonstration on the practical application of these concepts for 21st century.</p>			
<p>3.Cognitive Skills:</p> <p>3.1 Have the ability to search for, evaluate, analyze and synthesize information to arrive at logical conclusions that can help in solving problems.</p> <p>3.2 Have the ability to integrate the English language skills and understand academic and professional concepts of the English language.</p> <p>3.3 Be able to apply the principles and theories learned on training other</p>	<p>3.1. Performance, evidence & problem-based learning, which allow students to think logically and learn in a more constructive approach.</p> <p>3.2 Assign students to learn and search for information on various careers in English from different websites and use the information to participate in class activity, tests & presentations.</p> <p>3.3 1 Interactive lecture in presenting the main concept of the contents and the practical</p>	<p>(Authentic Assessments) on</p> <p>1.In class Activities</p> <p>2 Test on assignments</p> <p>3.Part of presentation skills in exam</p>	<p>Wk. 1– 15</p> <p>Wk.3,5,7,13</p> <p>Wk.16</p>	<p>40%</p> <p>20%</p> <p>30%</p>

<p>appropriate situations</p> <p>3.4 Be able to apply the concepts and innovate to aid in continuously developing academic and professional skills.</p> <p>3.5 Have the ability to apply the knowledge learned to be able to adapt to the society and in a multicultural environment.</p>	<p>application of these concepts</p> <p>3.4 Assign students to learn, search, & create ideas on various assignments from different websites and use the new information in accomplishing and presenting tasks.</p>			
<p>4. Interpersonal Skills and Responsibility</p> <p>4.1 Have the initiative to help others to solve problems.</p> <p>4.2 Possess leadership and cooperative skills appropriate for the situation</p> <p>4.3 Be able to think logically in analyzing and solving issues by employing their knowledge of the English language and technological innovations.</p> <p>4.4 Show responsibility in learning to achieve personal and professional</p>	<p>4.1 Organize groups for assignments that employ cooperative learning and problem-based learning to encourage students to work collaboratively.</p> <p>4.2 Assign students to designate tasks and responsibilities when working on Assignments.</p> <p>4.3 Instruct students to use 21st century skills for group assignments.</p>	<p>(Authentic Assessments) on Behavioral observation and peer evaluation for pair & group work & team assignments.</p>	<p>Wk.1,2,4,6 Wk. 8 to 12 Wk.14 & 15</p>	<p>40%</p>

<p>development</p> <p>4.5 Be able to prepare oneself in adapting to societal and cultural changes.</p>				
<p>5. Analytical, Communicative and IT Skills:</p> <p>5.1 Be able to learn and acquire problem-solving skills</p> <p>5.2 Be able to select and apply various techniques in using the language correctly</p> <p>5.3 Be able to use technology in acquiring, gather and recommend accurate and correct information</p> <p>5.4 Be able to communicate in written and verbal form in both the Thai and the English language</p>	<p>5.1. Practice tasks that involve the use of problem solving skills through various topics of English for careers.</p> <p>5.4 Encourage students to utilize a variety of technological resources in accomplishing and presenting tasks.</p>	<p>(Authentic Assessments) on</p> <p>Students will be evaluated through written assignments, presentations & final Exam</p>		

Section 5: Lesson Plan and Evaluation:

5.1 Lesson plan

Week No. & (No. of hours)	Topics / Details	Teaching Strategies / Activity/Exercises	Teaching Materials	Assessment and Evaluation (Percentage)	Lecturer
1 (3 Hrs.)	-Course Specification Hotel Transaction -1 1.1 An Organization Chart 1.2 Jobs & departments 1.3 Useful expressions for job descriptions	Teaching Strategies: -Explain class discipline, rules and course specification. - Interactive lecture (1) on the concept of the topic which involves critical, analytical thinking & inquiry tasks-based learning Activity: (1) - Students practice the concept orally - Students practice reading -speaking critically, analytically, and logically on several hotel organizations, jobs & duties for different hotels.	Course specification, attendance & score sheets, Instructional manual, Text book, & visual aids.	Affective domain= 10% Activity=40%	Asst.Prof.Neeru Shusatayasakul

		-Students discuss in groups & present			
2 (3 Hrs.)	Hotel Transaction-2 2.1 Dealing with bookings: 2.2 Language Study 2.2 Model Dialogues	Teaching Strategies: Interactive lecture (2) on the concept of the topic which involves analytical, Critical, logical thinking & inquiry tasks-based learning Activity:(2) - Students practice the concept orally - Students practice exercises - Students practice dialogues critically, analytically, logically in pairs on various booking situations.	Attendance & score sheets, instructional manual, Text book, authentic chart & visual aids.	Affective domain= 10% Activity=40%	Asst.Prof.Neeru Shusatayasakul
3 (3 Hrs.)	Hotel Transactions-3 3. Types of e-mails for booking rooms 3.1 Booking confirmation 3.2 Writing Practices	Teaching Strategies: Interactive lecture (3) on the concept of the topic which involve knowledge based learning Activity:(3)	Attendance & score sheets, instructional manual, Text book booking charts, authentic e-mails, & visual aids.	Affective domain= 10% Activity=40% Assignment =20%	Asst.Prof.Neeru Shusatayasakul

	<p>3.3 Changing and cancellations</p> <p>3.4 Writing practices</p>	<ul style="list-style-type: none"> - Students practice the concept orally - Students practice the concept orally - Students practice reading & writing skills on different situations for booking rooms in pairs & practice them orally critically analytically, logically -Give assignment (1) writing e-mails & send them on line within the deadline 			
<p>4 (3 Hrs.)</p>	<p>Hotel Transaction -4</p> <p>4. dealing with services</p> <p>4.1 Reporting messages</p> <p>4.2. Passive form for giving information</p> <p>4.3 Dealing with Various room request</p>	<ul style="list-style-type: none"> - Interactive lecture (4) on the concept of the topic which involve knowledge based learning <p>Activity:(4)</p> <ul style="list-style-type: none"> - Students practice language skills on various exercises in pairs. - students test reporting messages in pairs 	<p>Attendance &score sheets, instructional manual, Text book, & visual aids.</p>	<p>Affective domain= 10%</p> <p>Activity=40%</p>	<p>Asst.Prof.Neeru Shusatayasakul</p>

5 (3 Hrs.)	Hotel Transaction -5 5. Dealing with complaints 5. 1. Language Study: Getting things done 5. 2. Speaking practices 5. 3. An e-mail of a complaint	- Interactive lecture (5) on the concept of the topic which involve knowledge based learning Activity:(5) - Students practice the concept orally - students practice language & careers skills -check assignment &give feedback - Give assignment (2) writing e-mails & send them on line within the deadline	Attendance & score sheets, instructional manual, Text book, & visual aids.	Affective domain= 10% Activity=40% Assignment =20%	Asst.Prof.Neeru Shusatayasakul

<p>6 (3 Hrs.)</p>	<p>Meetings -1 6. 1. Taking about meetings 6.2. Verbs and Noun Phrase 6.3. Taking about Memos and Agenda</p>	<p>Interactive lecture (6) on the concept of the topic which involves analytical, Critical, logical thinking skills & inquiry, evidence tasks-based learning Activity:(6) - Students practice reading various examples & discuss them in pairs & groups by using analytical, critical, logical methods - students practice exercise</p>	<p>Attendance & score sheets, instructional manual, Text book, & visual aids.</p>	<p>Affective domain= 10% Activity=60%</p>	<p>Asst.Prof.Neeru Shusatayasakul</p>
<p>7 (3 Hrs.)</p>	<p>Meetings -2 7.1. Writing an Agenda 7.2 Writing Assignments</p>	<p>Interactive lecture (7) on the concept of the topic which involves analytical, Critical, logical thinking skills & inquiry, evidence & performance tasks-based learning Activity:(7) - Students practice the concept orally</p>	<p>Attendance & score sheets, authentic agenda samples & visual aids.</p>	<p>Affective domain= 10% Activity=40% Assignment =20%</p>	<p>Asst.Prof.Neeru Shusatayasakul</p>

		<p>- Students discuss authentic Agenda samples in groups.</p> <p>Give Assignment (3): writing Agendas</p>			
8 (3 Hrs.)	<p>Meetings -3</p> <p>8.Talking about minutes</p> <p>8.1Communication Activity:</p> <p>8.2. Writing a minute of a meeting</p>	<p>- Interactive lecture (8) on the concept of the topic which involves analytical, Critical, logical thinking skills & inquiry, evidence & performance tasks-based learning</p> <p>Activity:(8)</p> <p>- Students practice the concept orally</p> <p>- student discuss in groups</p> <p>- Practice writing minutes</p>	Attendance & score sheets, authentic agendas, paper pads, minutes sample, & visual aids.	Affective domain= 10% Activity=60%	Asst.Prof.Neeru Shusatayasakul
9 (3 Hrs.)	<p>Hospitalities -1</p> <p>9.1. Picking a visitor up at the airport</p> <p>9.1.1.Useful expressions</p> <p>9.1.2. Language note and culture</p> <p>9.2. Taking a visitor on a sightseeing</p>	<p>- Interactive lecture (9) on the concept of the topic, which involves analytical, Critical, logical thinking skills & inquiry, evidence & performance tasks-based learning</p>	Attendance & score sheets, instructional manual, & visual aids.	Affective domain= 10% Activity=40%	Asst.Prof.Neeru Shusatayasakul

	<p>9.2.1. Useful expressions</p> <p>9.2.2. language note and culture</p>	<p>Activity:(9)</p> <ul style="list-style-type: none"> - Students practice exercises & learn language awareness in the service area -students learn cultures & manners of other nations in service area - Students practice speaking in pairs 			
<p>10 (3 Hrs.)</p>	<p>Hospitalities -2</p> <p>10.1. Eating out with a visitor</p> <p>10.1.1 Useful expressions</p> <p>10.1.2. Language note and culture</p> <p>10.2. Taking a visitor on a sightseeing</p> <p>10.2.1. Useful expressions</p> <p>10.2.2. language note and culture</p>	<p>- Interactive lecture (10) on the concept of the topic, which involves analytical, Critical, logical thinking skills & inquiry, evidence & performance tasks-based learning</p> <p>Activity(10):</p> <ul style="list-style-type: none"> - Students practice the concept orally - students practice the English language & the body language to improve confidence & speaking skill - students practice exercises, & speaking in pairs on various topics -Students test in pairs 	<p>Attendance sheet, instructional manual, Text book, & visual aids.</p>	<p>Affective domain= 10%</p> <p>Activity=40%</p>	<p>Asst.Prof.Neeru Shusatayasakul</p>

11 (3 Hrs.)	<p>Presentations -1</p> <p>11.1.Steps in preparing a presentation</p> <p>11.2 Useful Expressions in preparing a presentation</p> <p>11.3. Language note and culture</p> <p>11.4. Skills practice</p>	<p>- Interactive lecture (11) on the concept of the topic which involves analytical, Critical, logical thinking skills & inquiry, evidence & performance tasks-based learning.</p> <p>Activity(11):</p> <ul style="list-style-type: none"> - Students practice the concept orally - Students practice exercises - students analytically, critically and logically discuss in pairs & groups 	Attendance & score sheets, Instructional manual, Text book, & visual aids.	Affective domain= 10% Activity = 40%	Asst.Prof.Neeru Shusatayasakul
12 (3 Hrs.)	<p>Presentations -2</p> <p>12.1 Steps in delivering presentation</p> <p>11.2.Useful Expressions for the steps in delivering a presentation</p> <p>12.3. Language note and culture</p> <p>12.4. Skills practice</p>	<p>Interactive lecture (13) on the concept of the topic which involves analytical, Critical, logical thinking skills & inquiry, evidence & performance tasks-based learning.</p> <p>Activity(12):</p> <p>Students practice exercises</p>	-Attendance & score sheets, Instructional manual, Text book, visual aids.	Affective domain= 10% Activity=60%	Asst.Prof.Neeru Shusatayasakul

		-- students analytically, critically and logically discuss in pairs & groups			
13 (3 Hrs.)	Presentations -3 13.1. Steps for closing a presentation 13.1.1 Useful Expressions 13.1.2 Language not and culture 13.1.3 Skills Practice 13.2. Anticipation Questions 13.2.1 Useful Expressions 13.2.2 Language not and culture 13.2.3 Skills Practice	Interactive lecture (13) on the concept of the topic which involves analytical, Critical, logical thinking skills & inquiry, evidence & performance tasks-based learning. Activity(12): - Students practice the concept orally - students analytically, critically and logically discuss in pairs & groups - Give assignment (4)	Attendance & score sheets, Instructional manual, Text book, & visual aids.	Affective domain= 10% Activity=40% Assignment =20%	Asst.Prof.Neeru Shusatayasakul
14 (3 Hrs.)	Dealing with Arrangements -1 14.1.Making an arrangement 14.1.1 Useful Expressions 14.1.2 Skills Practice 14.2. Accepting an arrangement	- Interactive lecture (14) on the concept of the topic which involves analytical, Critical, logical thinking skills & inquiry, evidence & performance tasks-based learning.	Attendance & score sheets, Instructional manual, Text book, & visual aids.	Affective domain= 10% Activity=40%	Asst.Prof.Neeru Shusatayasakul

	14.2.1 Useful Expressions 14.2.2 Skills Practice	<p>Activity(14):</p> <ul style="list-style-type: none"> - Students practice the concept orally - students , analytically, critically, logically discuss them in pairs & groups <p>Students test writing dialogues & e-mails in pairs for the given situations</p>			
15 (3 Hrs.)	<p>Dealing with Arrangements -1</p> <p>15.1 Changing an arrangement</p> <p>15.1.1 Useful Expressions</p> <p>15.1.2 Skills Practice</p> <p>15.2. Cancelling an arrangement</p> <p>14.2.1 Useful Expressions</p> <p>14.2.2 Skills Practice</p>	<p>- Interactive lecture (15) on the concept Of the topic which involves analytical, Critical, logical thinking skills & inquiry, evidence & performance tasks-based learning.</p> <p>Activity(15):</p> <ul style="list-style-type: none"> - Students practice the concept orally - students , analytically, critically, logically discuss them in pairs & groups <p>Students test writing dialogues & e-mails in pairs for the given situations</p>	Attendance & score sheets, Instructional manual, Text book, visual aids.	Affective domain= 10% Activity=40%	Asst.Prof.Neeru Shusatayasakul

16	Final Examination	Students take the Exam.		Affective domain= 10% Final Examination =30%	Asst.Prof.Neeru Shusatayasakul

5.2 Measurement and Evaluation

1.Measurement:	Score
1.1 In class Activity	40%
1.2 Writing assignments	20%
1.3 Affective Domain	10%
1.4. Final examination	30%

2. Grade Evaluation: Norm-Referenced Criterion-Referenced

Grading Criteria

Score	Grade
90-100	A
85-89	B ⁺
75-84	B
70-74	C ⁺
60-69	C
55-59	D ⁺
50-54	D
0-49	F

Section 6: Learning Resources

6.1 Texts and main documents

Shusatayasakul, N. (2017). *English for Careers* Suan Dusit Graphic Site.

6.2 Documents and important information

1)) Internet-based documents and websites for more information

6.3 Documents and recommended information

1) Reference books as required

2) SDU e-learning supplements

Section 7: Course Evaluation and Improvement

7.1 Course evaluation strategies

- 1) Evaluation of each learning domain done by the students
- 2) Student self-assessment of learning outcomes

7.2 Teaching evaluation strategies

- 1) Students’ evaluation of classes
- 2) Observation of classes

7.3 Teaching Improvement Process

- 1) Training and workshops on pedagogy
- 2) Peer observation
- 3) Collegial sharing and reflection

7.4 Standard verification of student achievement

Verification of student learning outcome is done through behavioral observation, test scores, activities and presentations.

Learning Outcome	Evaluation Methods		
	Behavioral Observation	Tests / Exams	Activities / Presentations
Morals and ethics	✓	✓	✓
Knowledge		✓	✓
Cognitive Skills	✓	✓	✓
Interpersonal skills and responsibility	✓	✓	✓
Analytical, Communicative and IT skills		✓	✓

7.5 Action plan for verifying and improving course effectiveness

- 1) Verification is done following the standards in 7.4.
- 2) Check effectiveness of course from students’ test score.

