

Course Specification

University Suan Dusit Rajabhat University

Campus/ Faculty/ Field of Stud English Program, Faculty of Humanities and Social Sciences

1. General Information

1.1 Course title and code

English for Work (1553630)

1.2 Credit Hours

3 (3-0-6)

1.3 Program in which the course is offered and course types (compulsory, elective, etc.)

Faculty of Humanities and Social Sciences – English Program – Compulsory Course

1.4 Name of faculty member responsible for the course

Thai Duong (Instructor)

1.5 Semester/year at which course is offered

1/2562 Year 2 English Majors

1.6 Pre-requisites for this course

None

1.7 Co-requisites for this course

None

1.8 Location:

Suan Dusit Rajabhat University Main Campus, Room TBD

1.9 Date on which the course is modified:

1 July 2019

2. Aims and Objectives

2.1 Course objectives

Upon completion of this course students should be able to achieve the objectives under the following three domains:

Cognitive Domain (knowledge gained)

- 1) Students will gain the knowledge and understanding of words, phrases and sentences used in general situations.
- 2) Students will gain the knowledge and understanding of correct English grammar usage necessary for application in general situations.
- 3) Students will develop communication skills essential for general situations.

Affective Domain (Attitude, morals, and ethics gained) creation

- 1) Students will show a positive attitude towards learning English and realize the importance of learning the language on choosing the right career path.
- 2) Students will express enthusiasm in learning and exert effort on learning on their own.
- 3) Students will exhibit honesty and punctuality when attending classes.

Psychomotor Domain (skills, IT skills)

- 1) Students will be able to utilize the internet effectively to retrieve information.
- 2) Students will be able to use audio-visual and IT equipment for project concept and design.
- 3) Students will be able to work as a team and show responsibility in performing duties assigned to them.

2.2 Purposes for developing/ modifying the course

To be in accordance with the new curriculum that was revised in 2008 for Bachelor of Arts in English.

3. Course Management

3.1 Course description

การพูดและการเขียนเพื่อการสื่อสารในที่ทำงานทั่วไป ได้แก่ การสัมภาษณ์งาน การสนทนาทางโทรศัพท์ การบอกกำหนดการ และการนัดหมาย การต้อนรับแขก การบอกทิศทาง การบอกวิธีการหรือให้คำแนะนำ การประชุม และการอภิปรายในที่ประชุม แนวความคิด คำศัพท์ และสำนวนภาษาต่างๆที่เป็นประโยชน์และเกี่ยวข้องกับหัวข้อเหล่านี้

Oral and written communication for common work interactions: job interviews, telephone conversations, scheduled appointments, reception of visitors, directions, instructions, meetings and discussions; useful concepts, vocabularies and expressions related to the topics.

3.2 Teaching hours per semester

Lecture/ Practice hours	Additional Teaching Hours	Training/ Fieldwork	Self-study
45 hours	-	-	90 hours

3.3 Consultation hours

- 1) Group and/or individual consultations may be arranged for 3 hours per week.
- 2) Consultations may also be done through email and social media messaging for convenience.

4. Student Learning Development

1. Morals and Ethics

1.1 Morals and ethics to be acquired

1. Realize the value and importance of morals and ethics.
2. Practice discipline and be honest and responsible for oneself and other people.
3. Have respect for oneself and towards humanity.

1.2 Teaching strategies

1. Incorporate morals and ethics in lessons

2. Establish rules and policies in the classroom regarding punctuality and proper uniform to practice discipline.
3. Impart the importance of working as a team.

Methods of Assessment

1. Evaluate based on attendance and submission of classwork.
2. Evaluate through chapter tests
3. Final Examinations

2. Knowledge

2.1 Knowledge to be acquired

1. Fundamental knowledge of common language and vocabulary
2. Familiarization on important expressions used in the different social situations, i.e. parties, restaurants, airport, etc.
3. Be able to use the English language to learn about effective communication and socializing.

2.2 Teaching strategies

1. Interactive lectures and demonstrations
2. English language skills practice
3. Self-study and research assignments

2.3 Methods of assessment

1. Listening to students speaking and giving feedback individually
2. Speaking presentations and evaluation
3. Final examinations

3. Cognitive Skills

3.1 Cognitive skills to be developed

1. Be able to think of ideas when asked and respond correctly and coherently
2. Be able to apply the lessons learned in real situations

3.2 Teaching strategies

1. Question and Answer exercises
2. Speaking and writing activities
3. Group discussions and forum

3.3 Methods of assessment

1. Listening to students speaking and giving feedback individually
2. Midterm examination
3. Final examination

4. Interpersonal Skills and Responsibility

4.1 Interpersonal Skills and Responsibility to be developed

1. Acquire the sense of camaraderie among students in group activities
2. Understand the meaning of cooperation and teamwork
3. Have the confidence to express one's feelings and opinions in the most decent way

4.2 Teaching strategies

1. Lecture and discussion on the topics
2. Group exercises and activities
3. Group discussions and forums

4.3 Methods of assessment

1. Exercises, short tests and group presentations
2. Midterm examination
3. Final examination

5. Communication Information Technology and Numerical Skills

5.1 Communication Information Technology and Numerical Skills to be developed

1. Use of word processing programs to accomplish projects and assignments

2. Use the internet for researching about facts and statistics on current issues and events
3. Use the language skills in interacting and communicating through social media.

5.2 Teaching strategies

1. Lectures and discussions on the topics
2. Demonstration and illustration
3. Reading sessions and assignments

5.3 Methods of assessment

1. Exercises, short tests and group presentations
2. Speaking tests and presentation
3. Final examination

5. Lesson Plan and Course Evaluation

5.1 Teaching plan

Week	Topic	Teaching hours	Teaching Activities	Teaching Tools / Materials	Instructor
1	Course Introduction	3	-Explain course syllabus and course requirements -Give a brief introduction of topics that will be covered in the course -Activity / Exercise: Pre-test	- PowerPoint slides - Course Book or handouts	Thai Duong
2	How to use plain English	3	-Interactive presentation of the following: How to use plain English -Discussion -Activity / Exercise: re-writing and proof reading a simple passage	- PowerPoint slides - Course Book or handouts	Thai Duong
3	How to write a business e-mail	3	-Interactive presentation of the following: How to write a business e-mail -Discussion: Advantage and disadvantages of e-mail	- PowerPoint slides - Course Book or handouts	Thai Duong

			-Activity / Exercise: write a business e-mail		
4	How to write a business letter	3	-Interactive presentation of the following: How to write a business letter -Discussion: formal vs Informal -Activity / Exercise: business letter	- PowerPoint slides - Course Book or handouts	Thai Duong
5	How to write a meeting agenda	3	-Interactive presentation of the following: How to write a meeting agenda -Activity / Exercise: plan and write an agenda	- PowerPoint slides - Course Book or handouts	Thai Duong
6	How to write meeting minutes	3	-Interactive presentation of the following: How to write meeting minutes -Activity / Exercise: Watch a meeting on video and take minutes	- PowerPoint slides - Course Book or handouts	Thai Duong
7	How to use the telephone	3	-Interactive presentation of the following: How to use the telephone -Activity / Exercise: role play telephoning situations	- PowerPoint slides - Course Book or handouts	Thai Duong
8	How to write your first CV	3	-Interactive presentation of the following: How to write your first CV -Activity / Exercise: write a CV	- PowerPoint slides - Course Book or handouts	Thai Duong
9	How to write a cover letter	3	-Interactive presentation of the following: How to write a cover letter -Activity / Exercise: write a cover letter	- PowerPoint slides - Course Book or handouts	Thai Duong
10	Presentation Skills: Introductory speech	3	-Interactive presentation of the following: Introduction to oral presentations Discussion: first impressions -Activity / Exercise: introductory speech	- PowerPoint slides - Course Book or handouts	Thai Duong

11	Presentation Skills: Non-verbal	3	-Interactive presentation of the following: How to use body language and voice -Activity / Exercise: Impromptu speech	- PowerPoint slides - Course Book or handouts	Thai Duong
12	Presentation Skills: Writing your speech	3	-Interactive presentation of the following: How to write a speech outline -Activity / Exercise: write a speech outline and prepare PPT outline	- PowerPoint slides - Course Book or handouts	Thai Duong
13	Presentation Skills: Delivery	3	-Interactive presentation of the following: How to deliver your speech -Activity / Exercise: delivery of PowerPoint presentations	- PowerPoint slides - Course Book or handouts	Thai Duong
14	Presentation Skills: Interview skills	3	-Interactive presentation of the following: How to interview for a job -Discussion -Activity / Exercise: role play job interview	- PowerPoint slides - Course Book or handouts	Thai Duong
15	Oral Examination	3	One-on-one Interview		Thai Duong

5.2 Assessment and Evaluation

5.2.1 Assessment

Activity	Learning Outcomes	Assessment Strategies	Week(s) of assessment	The proportion of the assessment allocated for that activity. (percentage)
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<ul style="list-style-type: none"> - Interactive lectures - Group and class discussions - PowerPoint presentations - Pair and group activities - In class exercises - Presentations 	<ul style="list-style-type: none"> - Develop self-discipline, punctuality and responsibilities - Have an understanding of and acquire skills of English in speaking, listening, reading and writing - Have knowledge in the field of Business English covering vocabulary, grammar, and expressions - Have the ability to search for the integrate up-to-date information and new technology - Think creatively and have the ability to apply knowledge appropriately - Have cooperative interpersonal skills and respect for the rights and opinions of others - Communicate effectively - Contribute and be responsible for the assigned task, duties and roles in the workgroup - Be able to use information technology and present work - Use information technology for communication 	<ul style="list-style-type: none"> - Attendance record - In class exercises - Tests - Quizzes - Presentations - Final Oral Exam 	<ul style="list-style-type: none"> - Attendance & Participation: Weeks 1-14 - In class exercises: Weeks 2-14 - Online Assignments: Weeks 1-14 - Presentations: Weeks 10-14 - Final Exam: Week 15 	<ul style="list-style-type: none"> - Attendance & participation: 20% - Individual and Group Assignments: 40% - Individual Project: 15% - Final Oral Exam: 25%
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5.2.2 Evaluation

Criterion Reference Scoring

Grade	Percentage	Level
A	90-100	4.00
B+	85-89	3.50
B	75-84	3.00
C+	70-74	2.50
C	60-69	2.00
D+	55-59	1.50
D	50-55	1.00
F	0-49	0.49

6. Learning Resources

6.1 Required Texts

TBD

6.2 Essential References

English – English / English – Thai dictionary

<http://www.google.com>

6.3 Recommended Books and Reference Material

None

7. Course Evaluation and Improvement Processes

7.1 Strategies for Obtaining Student Feedback on Quality of Teaching

1. Confidential completion of standard course evaluation questionnaire
2. Focus group discussion with small groups of students

7.2 Other Strategies for Evaluation of Teaching

1. Assistance and consultations from colleagues
2. Independent assessment of standards achieved by students

7.3 Processes for Improvement of Teaching

1. Discussions with and feedback from colleagues
2. Online teaching courses and resources
3. Seminars and trainings on teaching strategies and methods

7.4 Processes for Verifying Standards of Student Achievement

1. Checking of in-class exercises and homework
2. Evaluation of class activities and group presentations
3. Graded recitation and group discussions
4. Midterm and final exam results

7.5 Action planning for verifying and improving effectiveness of the course

1. Assessment on the knowledge and understanding of the course through examinations and class activities
2. Closing evaluation of the course through individual and/or group exit interviews