

Course Specification

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

1. General Information

1.1 Course title and code

1552128 Business Report Writing

1.2 Credit Hours

3 (3-0-6)/ 3 hours/week

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

Compulsory

1.4 Name of faculty member responsible for the subject / Name of lecturer

1) Name of lecturer being responsible for the subject: Ms. Janalyn Ramos-Dayrit

2) Name of lecturer: Ms. Janalyn Ramos-Dayrit

1.5 Semester/year at which the course is offered

2nd Semester/2nd year/Section A1

1.6 Pre-requisites for this course

None

1.7 Co-requisites for this course

None

1.8 Location (indicate room numbers)

Room _____ Building _____ Suan Dusit University

1.9 Date on which the course is modified

15 November 2019

2. Aims and Objectives

2.1 Subject aims

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

1. Practice honesty towards accomplishing assignments and develop a polite academic and professional ethics.
2. Learn principles of report writing and develop critical awareness of writing business report in terms of grammatical structure and choice of vocabulary.
3. Improve skills to critically evaluate business reports; and demonstrate an understanding in assessing the report planning and writing skills.
4. Work and be responsible for the assigned task, duties and roles in the workgroup.
5. Get some expert advice in using of information technology to search for data presentation and communication.

2.2 Purpose for developing/modifying the course

To develop student's ability in writing sentence in a format, including the use of vocabulary and idioms in writing a business report appropriately and to have the ability to use English as a standard framework, assessing language proficiency standards, Common European framework of Reference for Languages Framework (CEFR).

3. Course Management

3.1. Course description

Important elements of business report writing will help you plan, structure, and write a basic report. Practice using vocabulary words, phrases and expressions in writing business reports.

3.2. Teaching Hours per semester

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

3.3. Additional Private Study or Learning Hours

Students can contact the teacher online through chat on social network applications or through phone calls from 8am until 5pm.

4. Development of Learning Outcome in Domains of Learning

Learning Outcomes Being Developed	Teaching Strategies	Methods of Assessment	Assessment Week	Proportion of Assessment
<p>1. Develop self-discipline, punctuality and responsibilities</p> <p>2. Show honesty in the assigned tasks</p> <p>3. Conform to rules and regulations</p> <p>4. Have academic and professional ethics</p>	<p>1. Take on time attendance, check assignments and give weekly tests</p> <p>2. Check assignments and grade weekly tests thoroughly</p> <p>3. Set guidelines for proper behavior and assign points accordingly</p> <p>4. Explain rules and regulations clearly and ask for justifying inappropriate behavior or action</p>	<p>1. On time attendance in every class</p> <p>2. Regular grading of assignments and tests</p> <p>3. Rubric for guidelines for behavior</p> <p>4. Lecture on rules and regulations and one to one chat with students if necessary</p>	1-15	10%
<p>1. Have an understanding of an acquired skill of English in listening, speaking, reading and writing</p> <p>2. Have knowledge in the field of Business English covering vocabulary, grammar and expressions;</p> <p>3. Have basic knowledge of business;</p> <p>4. Have integrated knowledge in other related disciplines</p>	<p>1. Discussions, videos, pair and group work</p> <p>2. Lectures, discussions, pair and group work</p> <p>3. Lectures and videos</p> <p>4. Lectures, videos and power point presentations</p>	<p>1. Class activities, exercises and interviews</p> <p>2. Weekly individual and group tests and activities</p> <p>3. Class tests and interviews</p> <p>4. Exercises and discussions</p>	2, 6, 8, 10, 12, 14 and 16	50%
<p>1. Have the ability to search for and</p>	<p>1. Class discussions on finding up-to-date</p>	<p>1. Interactive talks and eliciting</p>	Week 14 and 16	20%

Learning Outcomes Being Developed	Teaching Strategies	Methods of Assessment	Assessment Week	Proportion of Assessment
<p>integrate up-to-date information and new technology;</p> <p>2. Think creatively and have the ability to apply knowledge appropriately;</p> <p>3. Be able to think , analyze and solve problems systematically;</p> <p>4. Synthesize original body of knowledge</p>	<p>information</p> <p>2. Class activities based on situations in real life</p> <p>3. Assign problems using real life simulations</p> <p>4. Lectures, class discussions and exercises</p>	<p>information</p> <p>2. Pair work, group and class exercises</p> <p>3. Assign exercises in pairs and groups</p> <p>4. Elicit information and answers from discussions and exercises</p>		
<p>1. Have cooperative interpersonal skills and respect for the rights and opinions of others;</p> <p>2. Communicate effectively</p> <p>3. Work, and be responsible for the assigned work, duties and roles in the workgroup.</p>	<p>1. Have group and class discussions</p> <p>2. Interactive talks in class involving all students</p> <p>3. Group discussions with rotating group leaders</p>	<p>1. Provide feedback during and after discussions</p> <p>2. Provide opportunity for equal participation and healthy discussions</p> <p>3. Assign points to group leaders and individual members for responsibility and participation in discussions</p>	1 – 15	10%
<p>1.Be able to use information technology to search for information and present work</p> <p>2. Use information technology for communication</p>	<p>1. Assign exercises involving researching information on the internet</p> <p>2. Create Facebook and email groups, and use mobile apps</p> <p>3. Assign minor research work</p>	<p>1. Individual and group presentations</p> <p>2. Online exercises and assignments</p> <p>3. Monthly Individual presentations</p> <p>4. Weekly individual and group tests</p>	1 – 15	10%

Learning Outcomes Being Developed	Teaching Strategies	Methods of Assessment	Assessment Week	Proportion of Assessment
3. Calculate and analyze basic quantitative data 4. Calculate and process data by using computer applications	4. Assign exercises for finding and presenting information from the internet			

5. Teaching Plan and Evaluation

5.1 Teaching Plan

Week (Hours)	Topic / Details	Teaching and Learning Activities / Activities and Tasks	Instructional Materials	Assessment and Evaluation (Proportion)	Lecturer
1 (3 hrs)	Introduce the course, learning activities and evaluation Introduce elements of Business Report Writing	<ul style="list-style-type: none"> - Explain the course syllabus, course overview and objectives - Student and teacher self-introduction - Hand-outs and visual aids. - In-class exercises - Assignment 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, textbook, power point slides in discussing the course syllabus - Let the students participate by giving their views, expectations and comments 	<ul style="list-style-type: none"> - Evaluate students thru in-class exercises - Evaluate students by giving them assignment (5%) 	Jana Ramos-Dayrit
2 (3 hrs)	Types of Sentences	<ul style="list-style-type: none"> - Handouts compilation and visual aids - Enumerate and discuss the different types of sentences - In-class exercises - Group work 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, textbook, power point slides for the discussion - Let the students practice writing different types of sentences - Initiate in-class exercises and group work activity 	<ul style="list-style-type: none"> - Evaluate students thru group work activity 	Jana Ramos-Dayrit
3 (3 hrs)	Transition Markers	<ul style="list-style-type: none"> - Handouts compilation and visual aids - Explain the transition markers (words, phrases, transition between paragraph and signal words) 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, textbook, power point slides for the discussion - Let students identify the different transitional words and phrases - Encourage the students to cooperate on group activity 	<ul style="list-style-type: none"> - Evaluate students' participation thru role play (5%) 	Jana Ramos-Dayrit

Week (Hours)	Topic / Details	Teaching and Learning Activities / Activities and Tasks	Instructional Materials	Assessment and Evaluation (Proportion)	Lecturer
		<ul style="list-style-type: none"> - In-class exercises - Role play 			
4 (3 hrs)	Vocabulary and Expressions in Writing Business Reports	<ul style="list-style-type: none"> - Handouts compilation and visual aids - Describe and discuss vocabulary and expressions in business report writing - In-class exercises - Short quiz 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, textbook, power point slides for the discussion - Let the students participate in class discussion by initiating individual question and answer session to test their understanding - Practice writing sentences using the vocabulary and expressions - Encourage students to give questions and responses before the in-class exercises and short quiz 	<ul style="list-style-type: none"> - Evaluate students' participation thru short quiz (5%) 	Jana Ramos-Dayrit
5 (3 hrs)	Topic Sentence	<ul style="list-style-type: none"> - Handouts compilation and visual aids - Explain the Topic and the Topic sentences - In-class exercise - Role play - Writing activity 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, textbook, power point slides for the discussion - Let the students participate in class discussion - Let students practice writing topic and topic sentences - Encourage students to form a group then discuss and answer the book activities 	<ul style="list-style-type: none"> - Evaluate student' participation thru writing activity (5%) 	Jana Ramos-Dayrit
6 (3 hrs)	Continuation Supporting Sentences Concluding	<ul style="list-style-type: none"> - Handouts compilation and visual aids - Discuss what are 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, textbook, power point slides for the discussion - Let the students read the 	<ul style="list-style-type: none"> - Evaluate students thru oral test activity 	Jana Ramos-Dayrit

Week (Hours)	Topic / Details	Teaching and Learning Activities / Activities and Tasks	Instructional Materials	Assessment and Evaluation (Proportion)	Lecturer
	Sentence	the Supporting and Concluding sentences - In-class exercise - Oral activity test	sentences and encourage them to give their views and in doing the in-class exercises - Let students work in group for in identifying the different kinds of sentences - Let students practice writing topic, supporting and concluding sentences - An oral test activity at the end of the discussion		
7 (3 hrs)	Descriptive Paragraph	- Handouts compilation and visual aids - Explain the Descriptive paragraph - In-class exercise - Role play	- Use the OHP, laptop, video, textbook, power point slides for the discussion - Let the students participate in class discussion by initiating individual question and answer session to test their understanding - Let students work in group and do the brainstorming activities given Let the students identify and practice writing descriptive sentences	- Evaluate students' participation thru role play (5%)	Jana Ramos-Dayrit
8 (3 hrs)	Continuation Descriptive Paragraph	- Handouts compilation and visual aids - Explain the continuation about the Descriptive paragraph	- Use the OHP, laptop, video, textbook, power point slides for the discussion - Let the students participate in class discussion by initiating individual question and answer session to test their	- Evaluate students thru short quiz (5%)	Jana Ramos-Dayrit

Week (Hours)	Topic / Details	Teaching and Learning Activities / Activities and Tasks	Instructional Materials	Assessment and Evaluation (Proportion)	Lecturer
		<ul style="list-style-type: none"> - In-class exercise - Short quiz 	<p>understanding</p> <ul style="list-style-type: none"> - A short quiz will be given at the end of class 		
9 (3 hrs)	Cause and Effect Paragraph	<ul style="list-style-type: none"> - Handouts compilation and visual aids - Explain when and how to use the Cause and Effect paragraph - In-class exercise - Group activity 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, textbook, power point slides for the discussion - Let the students read, analyze and give feedback of the lesson - Encourage students to answer some activities by writing a cause and effect situation - Initiate in-class exercises and role play at the end of the class 	<ul style="list-style-type: none"> - Evaluate students thru group activity 	Jana Ramos-Dayrit
10 (3 hrs)	Continuation Cause and Effect Paragraph	<ul style="list-style-type: none"> - Handouts compilation and visual aids - Explain when and how to use the Cause and Effect paragraph - In-class exercise - Mid-term exam 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, textbook, power point slides for the discussion - Let the students read, analyze and give feedback of the lesson - Encourage students to answer some activities by writing a cause and effect situation - Let students take the mid-term exam - Handout exam paper 	<ul style="list-style-type: none"> -Mid-term exam (20%) 	Jana Ramos-Dayrit
11 (3 hrs)	Argumentative Paragraph	<ul style="list-style-type: none"> - Handouts compilation and visual aids - Discuss when and how to use the Argumentative 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, textbook, power point slides for the discussion - Let the students read the paragraph and encourage them to give their views and in doing 	<ul style="list-style-type: none"> - Evaluate students by giving them assignment (5%) 	Jana Ramos-Dayrit

Week (Hours)	Topic / Details	Teaching and Learning Activities / Activities and Tasks	Instructional Materials	Assessment and Evaluation (Proportion)	Lecturer
		Paragraph - In-class exercise - Assignment	the in-class exercises - Elaborate more about Argumentative paragraph by giving students situations to think and discuss about		
12 (3 hrs)	Continuation Argumentative Paragraph	- Handouts compilation and visual aids - Discuss when and how to use the Argumentative Paragraph - In-class exercise - Oral test activity	- Use the OHP, laptop, video, textbook, power point slides for the discussion - Elaborate more about Argumentative paragraph by giving students situations to think and discuss about - An oral test activity will be given at the end of discussion	- Evaluate students thru oral test activity	Jana Ramos-Dayrit
13 (3 hrs)	Describing Trends Changes and Graph	- Handouts compilation and visual aids - Describe and discuss the different types of charts, graphs and diagrams - In-class exercise - Role play	- Use the OHP, laptop, video, textbook, power point slides for the discussion - Let the students identify the different charts, graphs and diagrams as shown in the activities - Assist each students in describing the charts based on situations given - Let the students give their views and in doing the in-class exercises - Encourage students to participate in group work activities	- Evaluate students' participation thru role play (5%)	Jana Ramos-Dayrit
14 (3 hrs)	Business Report Writing	- Handouts compilation and	- Use the OHP, laptop, video, textbook, power point slides for	- Evaluate students thru	Jana Ramos-

Week (Hours)	Topic / Details	Teaching and Learning Activities / Activities and Tasks	Instructional Materials	Assessment and Evaluation (Proportion)	Lecturer
		visual aids - Guide and explain how to write a Business Report - In-class exercise	the discussion - Encourage students to give their own views and ideas in writing a business report - Let the students work in group and have them take their time in discussing the topics given - Let the students analyze each in-class exercises (book activity)	individual business report writing project (20%)	Dayrit
15 (3 hrs)	Review of the topics	- Review content in all topics covered for the final exam - In-class exercise	- Use the OHP, laptop, video, textbook, power point slides for the discussion - Initiate question and answer portion to test students readiness - Let students play a game for the in-class exercises	- Evaluate students thru in-class activities (games)	Jana Ramos-Dayrit

5.2 Assessment and Evaluation

1) Assessment

Participation in Learning Activities	20%
Group Project	20%
Quiz and Homework	20%
Midterm Exam	20%
Final Exam	20%

2) Evaluation

Non-referenced Assessment

Scores	Grade
85-100	A
79-84	B+
73-78	B
67-72	C+
61-66	C
55-60	D+
50-54	D
0-49	F

6. Teaching and Learning Resources

6.1 Required text

Wilasinee Ploylearmsaeng. (2007). *Business Report Writing*. Bangkok: Graphic Site Media and Printing Solutions

6.2 Essential references

Gilling, D.A. (2013). *The Essential Handbook for Business Writing*. Toronto: Greenlink Consulting.

Zemach, D.E., & Rumisek L.A. (2005). *Academic Writing from Paragraph to Essay*. Oxford : Macmillan Education.

6.3 Suggested references

Butler, L. (2006). *Fundamentals of Academic Writing*. USA :Pearson Education ESL.

Guffey, M.E., & Seefe, C.M. (2008). *Business English* (10th ed.). USA: South-Western, Cengage Learning.

Peterson, P.W. (2003). *Developing Writing: Writing Skills Practice Book for EFL*. Washington, DC: Office of Language Program.

The Saylor Foundation. (2018). *Business English for Success*. Retrieved

<https://www.saylor.org/site/textbooks/Business%20Communication%20for%20Success.pdf>

7. Course Evaluation and Improvement Processes

7.1 Strategies for Obtaining Student Feedback on Quality of Teaching

1. Formal evaluation by the university online and the Business English Program
2. Group and Class discussions

7.2 Other Strategies for Evaluation of Teaching

1. Independent feedback from students
2. Assessment of results achieved by students
3. Consultation with students' advisors

7.3 Processes for Improvement of Teaching

1. Discussions with and feedback from colleagues
2. Classroom research
3. Expand knowledge through online teaching courses
4. Attend seminars and conferences to interact with delegates and attend presentations to improve knowledge on teaching strategies

7.4 Processes for Verifying Standards of Students Achievement

Learning Outcomes in Five Domains	Assessment			
	Observation	Class Activities	Quiz, Midterm and Final Exam	Homework
Morals and Ethics	✓		✓	
Knowledge		✓	✓	✓
Cognitive skills		✓	✓	✓
Interpersonal skills and responsibilities	✓		✓	
Communication Information Technology and Numerical Skills		✓	✓	✓

7.5 Action planning for verifying and improving effectiveness of the course

1. Students' feedback on course – lessons and tests
2. Inclusion of topics (if any) as per suggestions by students
3. Assessment of students' display of language and business skills during class exercises and activities