



Walailak University

Course Syllabus

Term 3/2017

Course Detail

Course Code:	Course Title:	No. of credits	Lecture hours:	Pre-requisite
GEN59- 114	English Communications in the Workplace	1 (3-2-7)	2 hrs. / Week	-

Course Coordinator & Lecturer:

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* Course Co-ordinator

Course Description

Development of all English skills to the work level by practicing English that is essential in the workplace--job applications both by letter and email, telephoning, appointments, memos, proposal presentations, meetings with customers, meetings and discussion; synthesis of useful grammatical structures and vocabulary essential for effective communication.

Course Objectives

1. The students will be able to give clear and sufficient information or description of a person, a place, and a subject of the talk.
2. The students will be able to respond to requests, complaints, and other correspondences via email or phone with the international manner.
3. The students will be able to relate and apply the learned skills and knowledge to the real life.

Tentative Evaluation of Achievement

A. Collective Score Tasks	30 %
Individual: CV & Job Application Form	10 %
Individual: Jobs Interview	10 %
Mock Meeting	10 %
B. Homework & Practices	30 %
Homework	10 %
In-class Quizzes	10 %
E-Learning	10 %
C. Final examination	40 %
Listening, Grammar , Reading Comprehension, and Writing – vocabulary will be blended in every part of the exam	
Total	100 %

Tentative Grading Policy

- The grading will be based on the normalize T-Score or other policy as the General Education Board agrees.
- If a student misses any of the score components (A, B, C), he or she will automatically get an F.
- A student who will be absent from the final examination must inform the course coordinator in advance or by the examination day and shall provide proof of evidence of his/her absence (e.g. Medical Certification) as soon as possible. Students shall contact the course coordinators (Aj.Damar Pratiwi) by themselves (via meeting face-to-face, telephone, or email) or may ask a friend or family member to do so. Or else he or she would not get the make-up examination.

Tentative Schedule for lectures and class activities

Week	Date	Learning Outcome
1	1 Feb 18	Unit 1: Able to describe the nature of a particular job
2	6 Feb 18	Unit 2: Able to write a clear and concise CV for the wanted job
3	15 Feb 18	Unit 3: Able to give the correct information for the job applications
4	22 Feb 18	Task 1: CV & Job Application Form & Socrative 1 (5 points)
5	1 Mar 18*	Unit 4: Able to write a concise and polite email / memos
6	8 Mar 18	Unit 5: Able to summarize the major points of the message
7	15 Mar 18	Unit 6: Able to make, accept, decline, and postpone appointments
8	22 Mar 18	Task 2: Individual Interview
9	29 Mar 18	Unit 7: Able to give a brief information on a particular topic
10	5 April 18	Unit 8: Able to politely share feelings and opinions
11	12 April 18	In-class Quiz & Socrative 2 (5 points)
12	19 April 18	Task 3: Mock Meeting

* Makha Bucha Day - Holiday