

ENG-112© Professional Communication in English  
การสื่อสารในเชิงวิชาชีพ

Trimester \_/ \_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_ Venue \_\_\_\_\_

**Instructors**

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**Course Outline**

The course “Communication and Presentation skills” (Code EFL-201) aims at introducing to students the essential phases and the relevant expressions of the formal presentation. Throughout the course, students will be introduced to each consecutive phase and useful expressions of the formal presentation performance.

Towards the end of the course, students will then be tested individually on the application of the introduced techniques and expressions of the presentation skill throughout the trimester.

**Course Materials:**

Talcott, Charles., & Tullis, Graham. (2007). Target Score (Second Edition). Cambridge: Cambridge University Press.

[Available through order to the course coordinator]

### Graded tasks:

Graded tasks	Types of work	Due Dates	Time	Scores
Class participation	individuals, pairs, or groups	Unscheduled	Weekly class meetings (Weeks 1 – 9)	10
On-time completion of 4 review tests	Individuals	See the class schedule below.	Class meetings	10
Communicative role play	Groups of 4 members	See the class schedule below.	Class meetings	10
Grammar quizzes	Individuals	See the class schedule below.	Class meetings	20
2-hour final examination	Individual	CES schedule	CES schedule	50
<b>Total</b>				<b>100</b>

No	Month	Dates	Unit	Title	Communication activities	Review tests Due date
1	July	21		Pre-test – TOEIC Listening		
2	Aug.	5		Pre-test – TOEIC Reading		
3		5	1	Careers – Professions, recruitment, training	Preparing a job interview	
4		11	2	Workplaces – Offices, technology, facilities	Participating in a discussion	
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5		18	3	Communications – News, Internet, broadcasting	Holding a press conference	
		18	4	Retailing – Stores, products, services	Making a product presentation	
6		25	5	Industry – Production, construction, automation	Attending a meeting	Review test 1
		25	6	Trade – Markets, shipping, import and export	Presenting arguments	
7	Sept.	1	7	Leisure – Entertainment, recreation, culture	Organizing a team event	Review test 2
		1	8	Money – Banking, budgets, investment	Buying and selling	

8		8	9	Travel – Tourism, transport, accommodation	Negotiating a contract	
		8	10	Environment – Weather, natural resources, architecture	Taking part in a discussion	Review test 3
9		15	11	Health – Nutrition, medicine, fitness	Designing a company program	
		15	12	Society – Elections, education, law	Participating in a debate	
10		22		Communicative role plays		Review test 4

### Grading

#### Fixed rate

A	80
B+	75
B	70
C+	65
C	60
D+	55
D	50
F	49.99