



Course Syllabus

01355209 Communicative English for Careers

First Semester | Academic Year 2022

- 1. Faculty:** Humanities **Department:** Foreign Languages

- 2. Course Code:** 01355209 **Course Name:** Communicative English for Careers
Total Credits: 3(3-0-6)

- 3. Course Description:**
Vocabulary and expressions used in many career areas, memos, letters, and other career documents

- 4. Course Objectives:**
 - 4.1 To practice four language skills: listening, speaking, reading, and writing
 - 4.2 To expose students to different situations they will face when working
 - 4.3 To acquaint students with the language used in the working world

- 5. Course Outline:**
 - Unit 1 Making contacts
 - Unit 3 Keeping track
 - Unit 4 Listening
 - Unit 6 Handling calls
 - Unit 9 Small talk
 - Unit 10 Email
 - Unit 13 Being heard
 - Unit 14 Snail mail
 - Unit 15 Solving problems
 - Unit 18 Telecommunications

6. Methods of Teaching: Student-centered

6.1 Lecture

6.2 Class activities: discussion, written exercises, self-study, pair work, group work, and role-play

7. Instructional Materials:

7.1 Powell, M. (2014). *In company 3.0: Intermediate student's book pack*. Macmillan.

7.2 Supplementary hand-outs

8. Course regulations:

8.1 Class Meeting and Attendance Information:

This course meets for 45 hours of on-site instruction throughout the semester. Students must attend at least 80% of the total class time in order to be eligible to take the final exam. Only University/Faculty-approved curricular and extra-curricular activities are valid excused absences and a letter issued by the person or organization in charge of the function students participate in must be provided. In the case of illness, students must submit a valid medical certificate from the hospital or clinic.

- Students in **M/F** or **T/Th** classes must **not** miss **more than 6 classes**

- Students in **Wednesday** classes must **not** miss **more than 3 classes**

M/F and T/Th classes	
Absences	Points
0	2.5
1	2
2	1.5
3	1
4	0.5
5-6	0

Wednesday classes	
Absences	Points
0	2.5
1	1.5
2	0.5
3	0

8.2 Exam Information:

Students are required to check the midterm and final exam schedules for every class in which they are enrolled to ensure there is no scheduling conflict. The Registrar's office will arrange a make-up exam for only those who meet the criteria specified by the Registrar's office (refer to Kasetsart University's make-up exam policy). No make-up exam arrangements

will be made by the course instructor or the coordinator. Any act of cheating will not be tolerated. Students will fail the course and will be punished according to KU's regulation regarding academic misconduct -- any actions revealing intent to cheat will result in a suspension of one semester. Any cheating will result in a suspension of one academic year. A second cheating offense will result in immediate expulsion.

9. Learning Assessment:

9.1 Midterm Quiz	35%
9.2 Final Quiz	40%
9.3 Group Project (Presentation)	15%
9.4 Online Exercises	5%
9.5 Attendance	2.5%
9.6 Participation	2.5%

10. Course Evaluation:

Application of norm-referenced grading

11. Office Hours for Consultation:

TBA by each instructor

12. Tentative Schedule:

Week	Dates	Contents	Remarks
1	Jun 27 – July 1	Course introduction Unit 1: Making contacts	
2	Jul 4 – 8	Unit 1: Making contacts	
3	Jul 11 – 15	Unit 3: Keeping track	Jul 13: Asarnha Bucha Day Jul 14: Buddhist Lent Day Jul 15: Additional special holiday
4	Jul 18 – 22	Unit 3: Keeping track Unit 4: Listening	

Week	Dates	Contents	Remarks
5	Jul 25 – 29	Unit 6: Handling calls	Jul 26: Last day to drop without a “W” on your transcript Jul 28: H.M. King Maha Vajiralongkorn Phra Vajiraklaochaoyuhua’s Birthday Jul 29: Additional special holiday
6	Aug 1 – 5	Unit 6: Handling calls Unit 9: Small talk	
7	Aug 8 – 12	Unit 9: Small talk	Aug 12: H.M. Queen Sirikit, the Queen Mother’s Birthday/ National Mother’s Day
8	Aug 15 – 19	Midterm Examination Week	Tuesday, August 16, 9-11 AM 1st Online Exercise Set Due No class
9	Aug 22 – 26	Unit 10: Email	
10	Aug 29 – Sep 2	Unit 10: Email	Aug 31: Last day to drop with a “W” on your transcript
11	Sep 5 – 9	Unit 13: Being heard	
12	Sep 12 – 16	Unit 13: Being heard Unit 14: Snail mail	
13	Sep 19 – 23	Unit 14: Snail mail	
14	Sep 26 – 30	Unit 15: Solving problems	
15	Oct 3 – 7	Unit 15: Solving problems Unit 18: Telecommunications	
16	Oct 10 – 14	KU Commencement Day*	Oct 13: H.M. King Bhumibol Adulyadej the Great Memorial Day Oct 14: Additional special holiday
17	Oct 17 – 21	Unit 18: Telecommunications	Group Presentation Assignment Due

Week	Dates	Contents	Remarks
18	Oct 24 – 28	Final Examination Week*	Wednesday, Oct 26, 9-11 AM 2 nd Online Exercise Set Due No class

*Dates may be subject to change. Please see University's official announcements for any updates.

KU Academic calendar: <https://bit.ly/3xY5cfc>

KU Midterm Exam Schedules: <https://bit.ly/3b4O3qU>

KU Final Exam Schedules: <https://bit.ly/3zHw5oJ>

13. General class information:

Section no. _____

Class time _____

Instructor's name _____

Instructor's contact information _____