



**Course Syllabus
Second Semester I Academic Year 2022**

1. Faculty of Humanities

Department of Foreign Languages

2. Course Code: 01355103

Course Title: English for Job Opportunities

Total Credits: 3(3-0) credits

Pre-requisite: 01355102 English for University Life

3. Course Description

Use of English for Job opportunities. Communication skills in multicultural contexts. Understanding of workplace ethics and etiquette.

4. Course Objectives

By the end of this course, the students will be able to:

- 4.1 read and interpret job advertisements from various sources
- 4.2 write their own CV / résumé and a cover letter
- 4.3 answer job interview questions appropriately
- 4.4 give an effective oral presentation
- 4.5 write an email for different purposes
- 4.6 use vocabulary and expressions appropriately and accurately in the workplace environment

5. Course Outline

Module 6: Job Applications (6A – 6C and 6E – 6H)

Module 1: Telephone & Email (1A – 1B, and 1D)

Module 2: Guests & Visitors (2A, 2C, 2F, and 2H)

Module 3: Presenting (3B – 3C, and 3E)

Module 3: Presenting (3F)

Module 4: Graphs & Tables (4A – 4D and 4H)

Module 1: Telephone & Email (1E – 1H)

Module 5: Business Writing (5A, 5C, 5E, and 5G)

6. Methods of Teaching

6.1 Lecture and discussion

6.2 Class activities: exercises, role-play, pair and group work

7. Instructional Materials

Business Essentials B1. (2019). China: Oxford University Press.

8. Learning Assessment

8.1 Class Attendance	5	points
8.2 Participation and Homework	5	points
8.3 “You’re Hired!” Project	25	points
8.4 Role-play	10	points
8.5 Group Presentation	15	points
8.6 Final Exam	40	points
Total	100	points

9. Evaluation

Application of a norm-referenced grading

10. Tentative teaching-learning schedule

Week	Dates	Topic	Remarks
1	28 Nov – 2 Dec 2022	<ul style="list-style-type: none"> ● Course Introduction Module 6: Job Applications <ul style="list-style-type: none"> ● 6A: Job ads and descriptions (<i>Exercise 6 is optional.</i>) ● 6B: Writing a CV (<i>Exercise 7 is optional.</i>) 	
2	5 – 9 Dec 2022	Module 6: Job Applications <ul style="list-style-type: none"> ● 6C: Writing a covering letter (<i>Exercises 6-7 are optional.</i>) ● 6E: Identifying your strengths and skills (<i>Exercise 5 is optional.</i>) 	Mon. 5 Dec: H.M. King Bhumibol Adulyadej The Great's Birthday and National Father's Day
3	12 – 16 Dec 2022	Module 6: Job Applications <ul style="list-style-type: none"> ● 6F: Preparing for an interview ● 6G: Going to a job interview 1 ● 6H: Going to a job interview 2 (<i>Exercises 1 and 6 are optional.</i>) 	Mon. 12 Dec: Substitution for Constitution Day
4	19 – 23 Dec 2022	Module 1: Telephone & Email <ul style="list-style-type: none"> ● 1A: Getting through on the phone (<i>Exercise 7 is optional.</i>) ● 1B: Messages and voicemails (<i>Exercises 6 and 9 are optional.</i>) 	
5	26 – 30 Dec 2022	Module 1: Telephone & Email <ul style="list-style-type: none"> ● 1D: Making arrangements on the phone (<i>Exercises 5, 8, 10, and 11 are optional.</i>) Module 2: Guests & Visitors <ul style="list-style-type: none"> ● 2A: Introductions and greetings (<i>Exercise 6 is optional.</i>) ● 2C: Invitations and offers (<i>Exercise 7 is optional.</i>) 	Fri. 30 Dec: Extra Holiday
6	2 – 6 Jan 2023	Module 2: Guests & Visitors <ul style="list-style-type: none"> ● 2F: Asking for and offering help (<i>Exercise 7 is optional.</i>) ● 2H: Presenting yourself (<i>Exercises 5-7 are optional.</i>) 	Mon. 2 Jan: Substitution for New Year's Day
7	9 – 13 Jan 2023	Module 3: Presenting <ul style="list-style-type: none"> ● 3B: Talking about your company (<i>Exercise 7 is optional.</i>) ● 3C: Company structure (<i>Exercise 8 is optional.</i>) ● 3E: Talking about products (<i>Exercises 7 and 8 are optional.</i>) 	
8	14 – 22 Jan 2023	MIDTERM EXAMINATION	No class
9	23 – 27 Jan 2023	"You're Hired!" Project	
10	30 Jan – 3 Feb 2023	"You're Hired!" Project (Continued)	

Week	Dates	Topic	Remarks
11	6 – 10 Feb 2023	Module 3: Presenting <ul style="list-style-type: none"> ● 3F: Talking about services (<i>Exercise 8 is optional.</i>) Module 4: Graphs & Tables <ul style="list-style-type: none"> ● 4A: Describing graphs (<i>Exercise 6 is optional.</i>) ● 4B: Describing changes (<i>Exercises 6 and 7 are optional.</i>) 	
12	13 – 17 Feb 2023	Module 4: Graphs & Tables <ul style="list-style-type: none"> ● 4C: Comparing visual information (<i>Exercise 7 is optional.</i>) ● 4D: Explaining cause and effect (<i>Exercises 5 and 6 are optional.</i>) ● 4H: Using visuals in a presentation 	Submission of the role-play video clip
13	20 – 24 Feb 2023	Module 1: Telephone & Email <ul style="list-style-type: none"> ● 1E: Email – first contact and request (<i>Exercise 7 is optional.</i>) ● 1F: Email – enquiries (<i>Exercise 8 is optional.</i>) ● 1G: Email – following up (<i>Exercises 5 and 6 are optional.</i>) 	
14	27 Feb – 3 Mar 2023	Module 1: Telephone & Email <ul style="list-style-type: none"> ● 1H: Email – levels of formality (<i>Exercise 4 is optional.</i>) Module 5: Business Writing <ul style="list-style-type: none"> ● 5A: Introduction to emails, letters, and memos (<i>Exercises 6 and 7 are optional.</i>) ● 5C: Writing a complaint (<i>Exercise 9 is optional.</i>) 	
15	6 – 10 Mar 2023	Module 5: Business Writing <ul style="list-style-type: none"> ● 5E: Placing an order (<i>Exercises 7 and 8 are optional.</i>) ● 5G: Responding to an enquiry (<i>Exercises 7 and 8 are optional.</i>) 	Mon. 6 Mar: Makha Bucha Day
16	13 – 17 Mar 2023	Group Presentation	
17	20 – 31 Mar 2023	FINAL EXAMINATION: 20th March 2023 (2.30 – 4.30 PM) <i>(Please see the university's announcement for further updates.)</i>	

11. Description of the Learning Assessment

11.1 Class Attendance (5%)

Students are required to attend a minimum of 80% of the total classes to be eligible to take the final examination. If students cannot attend a class due to illness or other extenuating circumstances, they must inform the teacher of their absence and provide verifiable documentation such as a medical certification. Class attendance is worth 5 points, and 0.5 points will be deducted for each absence. Three late attendances are equal to one absence.

11.2 Participation and Homework (5%)

Students' participation is evaluated based on their cooperation in class, additional homework, exercises, and the BEC Practice Test assigned by the teacher. Therefore, calculating the participation scores depends on the number of tasks and activities the teacher assigns students to do throughout the course, and there must be **at least 5 activities and/or assignments** (at least 1 point each). For example, the students might be asked to do an email writing activity, a short role-play, grammar exercises on pages 52 - 61, and the BEC Practice Test on pages 62 – 66.

Note: The students who do not use the copyrighted coursebook will receive **ZERO** points for class attendance and participation which account for 10 percent of the course assessment.

11.3 “You’re Hired!” Project (25%)

This is the individual work that allows students to practice speaking, listening, and writing skills in relation to job applications. In this activity, students need to imagine that they are fresh graduates or are about to graduate from the university and would like to apply for a job at a company or an organization. They are required to do as follows:

- 1) Choose a company/an organization and a job they would like to apply for.
- 2) Write their own CV/résumé to apply for the desired job at their chosen company/organization. In the CV/résumé, students should include at least 3-4 skills and hobbies related to the job and list the internship experience or part-time jobs if they have one.
- 3) Prepare to answer the job interview questions in class. You will be given a list of interview questions. On the interview day, you have to appropriately answer 7 questions in the list (3 general personal information questions, 3 job-specific or behavioral questions, and 1 situational question) that are randomly chosen by the teacher.

11.4 Role-play (10%)

In a group of 3 – 4 students, create a video clip of your 6-8-minute role-play in a **professional setting**. It is compulsory that each group member equally participates in speaking or have approximately the same amount of speaking time. You are required to use **at least 3 expressions** you have learned in each of the following Modules:

- Module 1: Telephone & Email
 - 1A: Getting through on the phone
 - 1B: Messages and voicemail
 - 1D: Making arrangements on the phone
- Module 2: Guests and Visitors
 - 2A: Introductions and greetings
 - 2C: Invitations and offers
 - 2F: Asking for and offering help
 - 2H: Presenting yourself

You must submit the script of your role-play and the role-play worksheet along with the video clip, and in the script, please highlight the expressions you use in your role-play.

11.5 Group Presentation (15%)

In a group of 6-7 students, give a presentation in class based on the following situation:

Situation:

You and your team would like to start a business, and KU students are your target customers. Search for the information from various sources and conduct a survey to find out the type of business you would like to do. Your survey can be done through a questionnaire or an interview, and you must receive at least 30 KU students’ responses.

On the presentation day, each group gives a presentation to introduce your company and your product/service based on the survey results. The length of your presentation is 10 – 15 minutes, and each group member should equally participate in presenting the information or have approximately the same amount of speaking time. Your presentation should include the following information:

- Description of your company (background and company structure)
- Data collection and the survey results
- Details about your product and/or service based on your survey results
 - Description of your product/service
 - Price of your product/service
 - How to sell the products or provide services to the target customers
 - Advertisement and promotion of your products/services