



**Course Syllabus**  
**First 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 etiquettes.

**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 covering 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, Participation, and Exercises	5	points
8.2 “You’re Hired!” Project	25	points
8.3 Role play	10	points
8.4 Group Presentation	20	points
8.5 Final Exam	40	points
<b>Total</b>	<b>100</b>	<b>points</b>

**9. Evaluation**

Application of a norm-referenced grading

## 10. Tentative teaching-learning schedule

Week	Dates	Topic	Remarks
1	27 Jun – 1 Jul	<ul style="list-style-type: none"> <li>● Course introduction</li> </ul> <b>Module 6: Job Applications</b> <ul style="list-style-type: none"> <li>● 6A: Job ads and descriptions (<i>Exercise 6 is optional.</i>)</li> <li>● 6B: Writing a CV (<i>Exercise 7 is optional.</i>)</li> </ul>	
2	4 – 8 Jul	<b>Module 6: Job Applications</b> <ul style="list-style-type: none"> <li>● 6C: Writing a covering letter (<i>Exercise 6-7 are optional.</i>)</li> <li>● 6E: Identifying your strengths and skills (<i>Exercise 5 is optional.</i>)</li> </ul>	
3	11 – 15 Jul	<b>Module 6: Job Applications</b> <ul style="list-style-type: none"> <li>● 6F: Preparing for an interview</li> <li>● 6G: Going to a job interview 1</li> <li>● 6H: Going to a job interview 2 (<i>Exercises 1 and 6 are optional.</i>)</li> </ul>	<b>W 13 Jul:</b> Asanha Bucha Day <b>TH 14 Jul:</b> Buddhist Lent Day <b>F 15 Jul:</b> Extra Holiday
4	18 – 22 Jul	<b>Module 1: Telephone &amp; Email</b> <ul style="list-style-type: none"> <li>● 1A: Getting through on the phone (<i>Exercise 7 is optional.</i>)</li> <li>● 1B: Messages and voicemails (<i>Exercises 6 and 9 are optional.</i>)</li> </ul>	
5	25 – 29 Jul	<b>Module 1: Telephone &amp; Email</b> <ul style="list-style-type: none"> <li>● 1D: Making arrangements on the phone (<i>Exercises 5, 8, 10, and 11 are optional.</i>)</li> </ul> <b>Module 2: Guests &amp; Visitors</b> <ul style="list-style-type: none"> <li>● 2A: Introductions and greetings (<i>Exercise 6 is optional.</i>)</li> <li>● 2C: Invitations and offers (<i>Exercise 7 is optional.</i>)</li> </ul>	<b>TH 28 Jul:</b> H.M. King Maha Vajiralongkorn Phra Vajiraklaochaoyuha's Birthday <b>F 29 Jul:</b> Extra Holiday
6	1 – 5 Aug	<b>Module 2: Guests &amp; Visitors</b> <ul style="list-style-type: none"> <li>● 2F: Asking for and offering help (<i>Exercise 7 is optional.</i>)</li> <li>● 2H: Presenting yourself (<i>Exercises 5-7 are optional.</i>)</li> </ul>	
7	8 – 12 Aug	<b>Module 3: Presenting</b> <ul style="list-style-type: none"> <li>● 3B: Talking about your company (<i>Exercise 7 is optional.</i>)</li> <li>● 3C: Company structure (<i>Exercise 8 is optional.</i>)</li> <li>● 3E: Talking about products (<i>Exercises 7 and 8 are optional.</i>)</li> </ul>	<b>F 12 Aug:</b> National Mother's Day
8	13 – 21 Aug	<b>MIDTERM EXAMINATION</b>	<b>No class</b>
9	22 – 26 Aug	<b>"You're Hired!" Project</b> <u>Note:</u> Those who do not have an interview with the teacher are required to do parts 1, 2, 4, and 5 of the BEC Practice Test on pages 62 – 64.	
10	29 Aug – 2 Sep	<b>"You're Hired!" Project</b> <u>Note:</u> Those who do not have an interview with the teacher are required to do parts 1, 2, 4, and 5 of the BEC Practice Test on pages 62 – 64.	

Week	Dates	Topic	Remarks
11	5 – 9 Sep	<b>Module 3: Presenting</b> <ul style="list-style-type: none"> <li>● 3F: Talking about services (<i>Exercise 8 is optional.</i>)</li> </ul> <b>Module 4: Graphs &amp; Tables</b> <ul style="list-style-type: none"> <li>● 4A: Describing graphs (<i>Exercise 6 is optional.</i>)</li> <li>● 4B: Describing changes (<i>Exercises 6 and 7 are optional.</i>)</li> </ul>	Submission of the BEC Practice Test
12	12 – 16 Sep	<b>Module 4: Graphs &amp; Tables</b> <ul style="list-style-type: none"> <li>● 4C: Comparing visual information (<i>Exercise 7 is optional.</i>)</li> <li>● 4D: Explaining cause and effect (<i>Exercises 5 and 6 are optional.</i>)</li> <li>● 4H: Using visual in a presentation</li> </ul>	Submission of the role play video clip
13	19 – 23 Sep	<b>Module 1: Telephone &amp; Email</b> <ul style="list-style-type: none"> <li>● 1E: Email – first contact and request (<i>Exercise 7 is optional.</i>)</li> <li>● 1F: Email – enquiry (<i>Exercise 8 is optional.</i>)</li> <li>● 1G: Email – following up (<i>Exercises 5 and 6 are optional.</i>)</li> </ul>	
14	26 – 30 Sep	<b>Module 1: Telephone &amp; Email</b> <ul style="list-style-type: none"> <li>● 1H: Email – levels of formality (<i>Exercise 4 is optional.</i>)</li> </ul> <b>Module 5: Business Writing</b> <ul style="list-style-type: none"> <li>● 5A: Introduction to emails, letters, and memos (<i>Exercises 6 and 7 are optional.</i>)</li> <li>● 5C: Writing a complaint (<i>Exercise 9 is optional.</i>)</li> </ul>	
15	3 – 7 Oct	<b>Module 5: Business Writing</b> <ul style="list-style-type: none"> <li>● 5E: Placing an order (<i>Exercises 7 and 8 are optional.</i>)</li> <li>● 5G: Responding to an enquiry (<i>Exercises 7 and 8 are optional.</i>)</li> </ul>	
16	10 – 14 Oct	<b>KU Commencement Day</b> (Please see the university's announcement for further update.)	
17	17 – 21 Oct	<b>Group Presentation</b>	
18	24 – 28 Oct	<b>FINAL EXAMINATION: 26<sup>th</sup> October 2022 (9.00 – 11.00 A.M.)</b> (Please see the university's announcement for further update)	

## 11. Description of the Learning Assessment

### 11.1 Class Attendance, Participation, and Exercises

Students are required to attend a minimum of 80% of the total classes to be eligible to take the final examination. If you cannot attend a class due to illness or other extenuating circumstances, you must inform the teacher of your absence and provide verifiable documentation such as a medical certification. From the total of 5, class attendance is worth 2.5 points, and 0.5 point will be deducted for each absence. Three late attendances are equal to one absence. The remaining scores will be given based on your cooperation in class, additional homework assigned by the teacher, and exercises.

### 11.2 “You’re Hired!” Project

This is an individual work that allows students to practice speaking, listening, and writing skills in relation to job applications. In this activity, you need to imagine that you are a fresh graduate or are about to

graduate from the university and would like to apply for a job at a company or an organization. You are required to do as follows:

- 1) Choose a company/an organization and a job you would like to apply for.
- 2) Write your own CV/résumé to apply for your desired job at your chosen company/organization. In your CV/résumé, you should include at least 3-4 skills and hobbies related to the job.
- 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.

### 11.3 Role play

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 participate in speaking or have approximately the same amount of speaking time. You are required to use at least 2 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.

### 11.4 Group Presentation

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 12 – 14 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