

**Course Syllabus (Academic Year 2019)****School of Interdisciplinary Studies, Kanchanaburi Campus, Mahidol University****1. Course No. and Title : KAEN 241 Communicative Business English I****Credit (study hours) : 3 (3-0-6)****2. Program Name : Bachelor of Accountancy****3. Prerequisite : -****4. Class Semester : 2<sup>nd</sup> Semester Academic Year 2019****5. Class Schedule & Venue : Wednesday, 09:00 – 12:00, Room****6. Class Coordinator : Lect. Siyanee Sawetsiri Office: L-320 (Laboratory Building)  
Contact No.: 061-649-9974 Email: siyanee.saw@mahidol.ac.th****7. Course Description**

The course aims to develop students' abilities to communicate in the business-related situations. This course covers grammar, vocabulary, listening, speaking, reading, and writing in the business context. The focus of this course is to prepare students to be able to understand and deliver a meaningful communication.

**8. Course Objectives / Course Learning Outcomes (CLOs)**

No.	Objectives/ CLOs	Expected Skills / Knowledge			PLOs
		Specific	Generic	Knowledge	
8.1	To understand basic grammar, vocabulary, and expression used in a business context.	√	√		
8.2	To apply language learning strategies regarding speaking, listening, reading, and writing.	√	√		
8.3	To deliver a meaningful communication in a business context.	√	√		

**9. Class Instructor List**

**9.1 Name:** Lect. Siyanee Sawetsiri **Office:** L-320  
**Email:** siyanee.saw@mahidol.ac.th **Contact No.:** 061-649-9974

**10. Course Outline**

Week	Date	Contents	CLOs	Teaching & Learning
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<b>Week</b>	<b>Date</b>	<b>Contents</b>	<b>CLOs</b>	<b>Teaching &amp; Learning</b>
1	15 January	Course & Material introduction / Language learning strategies / Language review	7.2	Describing Identifying Analyzing Composing Practicing
2	22 January	Unit 1 Getting started - Talking about careers and companies	7.1, 7.2, 7.3	
3	29 January	Unit 2 Celebrations - Talking about schedules and arrangements - Writing emails for making arrangements		
4	5 February	Unit 3 Travelling to work - Asking and giving advices - Telephone conversation in the workplaces		
5	12 February	Unit 4 Objects and designs - Giving descriptions - Asking and giving opinions - Business meeting		
6	19 February	Listening and speaking test (Business meeting)		
7	26 February	Unit 5 Resources - Making requests - Signposting in a presentation - Giving a business presentation		
8	4 March	Listening and speaking test (Business presentation)		
9	9-13 March	<b>Midterm Exam</b>		
10	18 March	Unit 6 Street life - Talking about cities - Telephoning for making reservation	7.1, 7.2, 7.3	Describing Identifying Analyzing Composing Practicing
11	25 March	Listening and speaking test (Telephone Conversation)		
		Unit 7 The sound of music - Talking about changes and trends - Job interview - Giving Presentations		
12	1 April	Listening and speaking test (Job Interview)		
13	8 April	Unit 8 Doing the right thing - Invitation and offers - Talking about career paths - Turn-taking and turn-giving		

<i>Week</i>	<i>Date</i>	<i>Contents</i>	<i>CLOs</i>	<i>Teaching &amp; Learning</i>
14	22 April	Unit 9 Start-ups - Making suggestions - Writing emails to describe about problems and solution		
15	29 April	Unit 10 What next? - Checking details - Asking for information with indirect questions - Farewells		
16	13 May	Final Project (Business-related topics)		
17-18	18-29 May	<b>Final Exam</b>		

### 11. Course Assessment

<i>No.</i>	<i>Methods / Activities</i>	<i>Regulations</i>	<i>CLOs</i>	<i>Week</i>	<i>Weight Distribution (%)</i>
11.1	Midterm exam	Paper exam evaluation	7.1, 7.2, 7.3	9	20
11.2	Final exam	Paper exam evaluation		18-19	20
11.3	Listening and speaking tests	Evaluation		2-17	25
11.4	Reading and writing assignments	Evaluation		2-17	25
11.5	Class participation	Attendance check & observation		1-17	10
<b>Total</b>					<b>100</b>

### 11. Grading System

Criterion-referenced evaluation

<i>Grade</i>	<i>Score</i>	<i>Grade</i>	<i>Score</i>	<i>Grade</i>	<i>Score</i>	<i>Grade</i>	<i>Score</i>
A	≥ 80 %	B	70 – 74.99%	C	60 – 64.99%	D	50 – 54.99%
B+	75 – 79.99%	C+	65 – 69.99%	D+	55 – 59.99%	F	< 50 %

Norm-referenced evaluation

## 12. References

Harding, K. and Appleby, R. *International Express Pre-Intermediate Third Edition Student's Book*. Oxford University Press.