



## Course Syllabus (Academic Year 2021)

School of Interdisciplinary Studies, Kanchanaburi Campus, Mahidol University

1. **Course No. and Title** : KAID 240 English for Organizational Communication  
**Credit (study hours)** : 3 (3-0-6) (Lecture-Lab-Self Study)
2. **Program Name** : Bachelor of Business Administration in Management  
 Bachelor of Science in Agricultural Science  
 Bachelor of Accountancy Program
3. **Course Module** : General Education (Language)  
**Pre/co-requisite** : LAEN104 English Level 2
4. **Class Semester** :  1<sup>st</sup> Semester  2<sup>nd</sup> Semester Academic Year 2021
5. **Class Schedule & Venue** : Monday (13.00 – 16.00), Online Lecture (WebEx, Zoom)  
 Tuesday (13:00 – 16:00), Online Lecture (WebEx, Zoom)  
 Friday (13:00 – 16:00), Online Lecture (WebEx, Zoom)
6. **Class Coordinator** : Nitima Sutapin, Ph.D. Office: L-320 (Laboratory Building)  
 Contact No.: 087-426-6655 Email: nitima.sut@mahidol.ac.th

### 7. Course Description

Grammar, vocabulary, expressions and learning strategies of four basic skills including speaking, listening, reading, and writing, as well as, intercultural communications, being relevant to organizational communications.

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

No.	Objectives / CLOs	Expected Skills / Knowledge			PLOs
		Specific	Generic	Knowledge	
8.1	Understand basic grammar, vocabulary, and expressions used in communications within organizations	√		√	√
8.2	Apply language learning strategies regarding speaking, listening, reading, and writing in daily life, and organizational contexts		√	√	√
8.3	Recognize cultural differences between Thai and other countries that are relevant for effective communications in organizations	√	√	√	√

## 9. Class Instructors List

9.1 Name: Nitima Sutapin, Ph. D.

Office: L-320 Contact No.: 087-426-6655

Email: nitima.sut@mahidol.ac.th

## 10. Course Outline

Week	Date	Contents	CLOs	Teaching & Learning	Instructor's Names
1	9, 10,12-Aug-2021	Course introduction Unit 1 Self-introduction	8.1, 8.2, 8.3	lecture, discussion, role play	Nitima
2	16, 17, 20-Aug-2021	Unit 1 Self-introduction (continued)	8.1, 8.2, 8.3	discussion, role play, reflection	Nitima
3	23, 24, 27-Aug-2021	Unit 3 Meetings and discussions I - Self-Introduction Test -	8.1, 8.2, 8.3	discussion, task, reflection	Nitima
4	30, 31-Aug-2021 3-Sept-2021	Unit 3 Meetings and discussions I Unit 4 Meetings and discussions II	8.1, 8.2, 8.3	discussion, task, reflection	Nitima
5	6, 7, 10-Sep-2021	Unit 4 Meetings and discussions II	8.1, 8.2, 8.3	discussion, role play, reflection	Nitima
6	13, 14, 17-Sep-2021	- Meeting Test - Unit 5 Telephoning	8.1, 8.2, 8.3	role play, feedback	Nitima
7	20, 21, 24*-Sep-2021	Unit 6 Asking for information & Giving directions	8.1, 8.2, 8.3	discussion, role play, reflection	Nitima
8	27, 28-Sep-2021 1-Oct-2021	Unit 7 Emails	8.1, 8.2, 8.3	discussion, game, reflection	Nitima
9	Midterm Examination				
10	11, 12, 15-Oct-2021	Unit 2 Presenting information I	8.1, 8.2, 8.3	discussion, practice, reflection	Nitima
11	18, 19, 22*-Oct-2021	Unit 8 Presenting information II	8.1, 8.2, 8.3	discussion, role play, reflection	Nitima

12	25, 26, 29-Oct-2021	Unit 9 Reading and writing resume	8.1, 8.2, 8.3	discussion, practice, reflection	Nitima
13	1, 2, 5-Nov-2021	Unit 10 Being interviewed	8.1, 8.2, 8.3	role play, game, reflection	Nitima
14	8, 9, 12-Nov-2021	Unit 11 Selecting gifts, Explaining a problem, and Giving and accepting an apology	8.1, 8.2, 8.3	discussion, task, reflection	Nitima
15	15, 16, 19-Nov-2021	Unit 12 Responding to feedback	8.1, 8.2, 8.3	discussion, task, reflection	Nitima
16	22, 23, 26-Nov-2021	-Group Presentation-	8.1, 8.2, 8.3	project, presentation, feedback	Nitima
17	Final Examination				
18					

\*Remark: The holiday or ceremony. The substitution date will be announced.

## 11. Course Assessment

No.	Methods / Activities	Regulations	CLOs	Week	Weight Distribution (%)
11.1	Mid-term exam	test	8.1, 8.2, 8.3	8	20
11.2	Final exam	test	8.1, 8.2, 8.3	17-18	20
11.3	Quiz				20
	- Self Introduction	oral test	8.1, 8.2, 8.3	2	5
	- Meeting & Discussion	oral test	8.1, 8.2, 8.3	6	10
	- Job Interview	oral test	8.1, 8.2, 8.3	14	5
11.4	Reports / Assignments				30
	- Resume	writing test	8.1, 8.2, 8.3	9	5
	- Business Mail	writing test	8.1, 8.2, 8.3	10	5
	- Reading News	writing test	8.1, 8.2, 8.3	1-17	5
	- Group Presentation - Group Work 10% - Individual Work 5%	presentation	8.1, 8.2, 8.3	16-17	15
11.5	Class participation	teacher observation	8.1, 8.2, 8.3	1-8, 9-17	10
<b>Total</b>					<b>100</b>

## Grading System

Criterion-referenced evaluation

Scores	Symbols	Meanings
80 - 100	O	Outstanding
50 - 79	S	Satisfactory
0 - 49	U	Unsatisfactory

**Remarks:** - Students are required to get O (Outstanding) and S (Satisfactory) to pass the course.  
- If students get U (Unsatisfactory), students do not pass the course.

Norm-referenced evaluation

## 12. References

- 13.1 Badger, Ian. 2003. *English for Work: Everyday Business English*. England: Pearson Education Limited.
- 13.2 Dignen, Bob. 2000. *Communicating in Business English*. Hong Kong: Asia-Pacific Press Holdings.
- 13.3 Vaughan, Andrew and Zemach, Dorothy E. 2013. *Get Ready for International Business: English for the workplace Student Book 2*. London, UK: Macmillan Education.