



Course Syllabus (Academic Year 2021)

School of Interdisciplinary Studies, Kanchanaburi Campus, Mahidol University

1. **Course No. and Title** : KAEN 342 Communicative Business English 2
Credit (study hours) : 3 (3-0-6) (Lecture-Lab-Self Study)
2. **Program Name** : Bachelor of Accountancy Program
3. **Course Module** : General Education (Language)
Pre/co-requisite : -
4. **Class Semester** : 1st Semester 2nd Semester Academic Year 2021
5. **Class Schedule & Venue** : Wednesday, 09:00 – 12:00 Hrs., Online Lecture (WebEx, Zoom)
6. **Class Coordinator** : Lect. Nitima Sutapin, Ph. D.
 Contact No.: 087-426-6655, Email: nitima.sut@mahidol.ac.th

7. Course Description

Develop students' proficiency in listening business English related to summary from business meetings, job interviews, discussion, business conversation by topics based on circumstance that similar to reality

8. Course Objectives / Course Learning Outcomes (CLOs)

No.	Objectives / CLOs	Expected Skills / Knowledge			PLOs
		Specific	Generic	Knowledge	
8.1	understand vocabularies, structures, expressions and formats used in business communications	√		√	√
8.2	apply language learning strategies regarding speaking, listening, reading, and writing in business contexts, and daily life		√	√	√
8.3	recognize cultural differences between Thai and other countries that are relevant for effective business communications	√	√	√	√

9. Class Instructor List

9.1 Name: Lect. Nitima Sutapin, Ph.D. Contact No.: 087-426-6655, Email: nitima.sut@mahidol.ac.th

10. Course Outline

Week	Date	Contents	CLOs	Teaching & Learning
1	11 Aug 2021	Course introduction Preview: Business English & Graphic Organizers		lecture, discussion
2	18 Aug 2021	Unit 1: Making connection		discussion,
3	25 Aug 2021	(Writing a professional profile)		task, role play,
4	1 Sep 2021	Unit 2: International (Team meetings) -- Quiz/ Speaking Test/ Role Play --	8.1,	reflection
5	8 Sep 2021	Unit 3: Future lifestyles	8.2,	discussion,
6	15 Sep 2021	(Emails 1: confirming arrangements)	8.3	task, game, role play,
7	22 Sept 2021	Unit 4: Heritage (Presentation 1: using visual aids) -- Quiz/ Speaking Test/ Role Play --		reflection
8	29 Sept 2021	Unit 5: Fashion and function (Telephoning)		discussion, role play, reflection
9	Mid-term Examination			
10	13 Oct 2021*	Unit 6: Using innovation		
11	20 Oct 2021	(Presentation 2: structuring a talk)	8.1,	discussion,
12	27 Oct 2021	Unit 7: Work styles and careers (Email 2: job applications) -- Quiz/ Speaking Test/ Role Play --	8.2, 8.3	task, practice, reflection
13	3 Nov 2021	Unit 8: Processes (Time management)		role play,
14	10 Nov 2021	Unit 9: The business of sport (Job interview)		task, role play, game,
15	17 Nov 2021	-- Quiz/ Speaking Test/ Role Play --		reflection
16	24 Nov 2021	-- Group Presentation --		discussion, role play, reflection
17-18	Final Examination			

*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	9	20
11.2	Final exam	test	8.1, 8.2, 8.3	17-18	20
11.3	Quiz/ Speaking test/ Role play	writing test/ oral test	8.1, 8.2, 8.3	4, 7, 12, 15	15
11.4	Assignments				35
	- Reading (Graphic Organizer) (10%)	Reading test	8.1, 8.2, 8.3	1-8, 9-16	
	- Business Mail (10%)	writing test	8.1, 8.2, 8.3	1-8, 9-16	
	- Presentation (how to) - Group Work (10%) - Individual Work (5%)	presentation	8.1, 8.2, 8.3	16	
11.5	Class participation	teacher observation	8.1, 8.2, 8.3	1-8,10-16	10
Total					100

Grading System

Criterion-referenced evaluation

Grade	Score	Grade	Score	Grade	Score	Grade	Score
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

- 13.1 Harding, Keith., and Lane, Alastair. 2014. *International Express (Intermediate)* 3rd edition. Oxford University Press, UK.
- 13.2 Ellis, Mark and Johnson, Christine. 2014. *Teaching Business English*. Oxford University Press, UK.