

**Institute of International Studies, Ramkhamhaeng University**

**Course Syllabus**

**Part 1**

1. Course Code: IES3202

Course Title: IES3202 (ENS3202) English in Office Work Syllabus

1. Number of Credit: 3 Credits
2. Curriculum:
3. Major:
4. Faculty:
5. Semester: 1st Semester
6. Academic year: 2019
7. Classroom:
8. Course Description: IEN3202 English in Office Work is designed to help students whose native language is not English to learn about English in Office Work in a native academic setting.
9. Lecturer: Gareth Finch
10. Course Objectives:
11. Understand the importance of organisation in the office environment
12. Understand the types of formality in English
13. Participate in activities effectively, both in groups and individually
14. Self-monitor and self-correct problem areas alongside team members
15. Actively participate in classes
16. Build confidence in using the language both accurately and effectively
17. To develop the ability to use suitable English for an office environment
18. Work effectively in a group to complete a course presentation
19. Complete written exercises from the course book
20. Complete a group project

**Part 2**

**Implementation of instruction and assessment.**

1. Hours per week: 12
2. Course Materials: Business English In Use Pre Intermediate / Advanced
3. Study Topics: Each class day is divided into two sessions: Morning Session & Afternoon Session. (8 class days = 16 sessions)

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| Session | Topics of the Study | Hours | Teaching Methods | Activities | Lecturer name |
| 1 | Introduction Chapter 2-3 | 3 |  |  | GEF |
| 2 | Chapter 2-3 Second Book | 3 | Lecturing | Book exercises, Discussion | GEF |
| 3 | Chapter 4-5 | 3 | Lecturing, Discussion | Book exercises | GEF |
| 4 | Chapter 4-5 Second Book | 3 | Lecturing | Book exercises, Discussion | GEF |
| 5 | Chapter 6-7 | 3 | Lecturing, Discussion | Book exercises | GEF |
| 6 | Chapter 6-7 Second Book | 3 | Lecturing | Book exercises, Discussion | GEF |
| 7 | Chapter 8-9 | 3 | Lecturing, Discussion | Book exercises | GEF |
| 8 | Chapter 8-9 Second Book | 3 | Lecturing | Book exercises, Discussion | GEF |
| 9 | Chapter 10-11 | 3 | Lecturing, Discussion | Book exercises | GEF |
| 10 | Chapter 10-11 Second Book | 3 | Lecturing | Book exercises, Video | GEF |
| 11 | Chapter 12-13 | 3 | Lecturing, Discussion | Book exercises | GEF |
| 12 | Chapter 12-13 Second Book | 3 | Lecturing | Book exercises, Video | GEF |
| 13 | Presentations | 3 |  |  | GEF |
| 14 | Presentations, Re-cap | 3 |  |  | GEF |
| 15 | Final Exam | 3 |  |  | GEF |
| 16 | Final Exam | 3 |  |  | GEF |

**Part 3**

**Class Evaluation**

1. Evaluation
   1. Examination:

Midterm Examination Final Examination Others

* 1. Type of Examination

Multiple Choice Subjective Test mix of Multiple Choice & Subjective

1. Evaluation Percentage: Attendance 20%, Presentations 30%, Project 20%, Final Exam 30%

Lecturer Name & Signature Gareth Finch