



Course Syllabus

Kasetsart University Supanburi Project Campus

1. Hotel and Tourism Management Department

2. 3754271 English for Careers 3 Credit

3. Course Description

English vocabularies and idioms used for careers, writing memos, announcements, time schedules, facsimile messages, and other related documents, including basic practice of conversations related to work.

4. Course Outline

1. TELEPHONE IN BUSINESS
2. WRITING AT WORK
3. BUSINESS CORRESPONDENCE
4. DEALING WITH TECHNOLOGIES
5. GIVING INFORMATION
6. MAKING A DEAL
7. FIXING SCHEDULE
8. GOODWILL MESSAGES
9. DESCRIBING CHANGES
10. E-COMMERCE AND ADVERTISING

No.	TOPIC	DATE
1	TELEPHONE IN BUSINESS	17/12/62
2	WRITING AT WORK	24/12/62
3	BUSINESS CORRESPONDENCE	7/1/63

4	DEALING WITH TECHNOLOGIES	14/1/63
5	GIVING INFORMATION	21/1/63
	Midterm 25-31/1/63	
6	MAKING A DEAL	4/2/63
7	FIXING SCHEDULE	11/2/63
8	GOODWILL MESSAGES	18/2/63
9	DESCRIBING CHANGES	25/2/63
10	E-COMMERCE AND ADVERTISING	3/3/63
11	Listening and Speaking	10/3/63
12	Listening and Speaking	17/3/63
13	Listening and Speaking	24/3/63
	FINAL	

5. Point

Test

- Midterm Test	15 %
- Final Test	15 %
- activity in class	60 %

Inclass 10 %

Total 100 %

A	80-100 %	C	60-64 %
B+	75-79 %	D+	55-59 %
B	70-74 %	D	50-54 %
C+	65-69 %	F	0-49 %

6. BookReview

1. Oxford English for Career Tourism 1 Robin Walker and Keith Harding
,Oxford University, 2006

2. Oxford English for Career Tourism 2 Robin Walker and Keith Harding ,
Oxford University, 2006

7. Lecturer

Dr.Siriluk Pichainarongk

Tell : 0623939383 E-mail : siriluk.pic@ku.th