

## TQF 3



<input checked="" type="checkbox"/>	Bachelor's
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<input type="checkbox"/>	Master's Degree
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## TQF. 3 Course Syllabus

**Course Title: IGL1102**

**Course Title:** Communication in English

**Credits:** 3 (3-0-6)

**Program:** Airline Business / International Business / Major Hotel /  
Major Restaurant Business / Tourism Management,  
International College, Suan Sunandha Rajabhat University  
(SSRUIC)

**Semester:** 2

**Academic Year:** 2560

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## Section 1 General Information

### 1. Codes and Course Title:

Course Code: IGL1102

Course Title (English): Communication in English

### 2. Credits: 3(3-0-6)

### 3. Curriculum and Course Category:

3.1 Curriculum: Bachelor of Arts in Airline Business (English Program)

3.2 Course Category:

<input type="checkbox"/>	General Education	<input type="checkbox"/>	Required Course
<input checked="" type="checkbox"/>	Elective Course	<input type="checkbox"/>	Others .....

### 4. Lecturer Responsible for Course and Instructional Course Lecturer (s) :

4.1 Lecturer Responsible for Course: Mr Robert Henry Heathfield

4.2 Instructional Course Lecturer(s): (1) Mr Robert Henry Heathfield

### 5. Contact/Get in Touch

Room Number: 304 Tel. 0923812178 E-mail:  
robheathfield1975@gmail.com

### 6. Semester/ Year of Study

6.1 Semester: 2 Year of Study: 2560 / 2017

6.2 Number of the Students enrolled: 340 students

### 7. Prerequisite Course

Course Code: ..... ICL1101.....

### 8. Co-requisite Course: (If any)

Course Code: None

### 9. Learning Location

Nakhon Pathom Learning Center

### 9. Last Date for Preparing and Revising this Course:

Date: 8/1/18

## **Section 2 Aims and Objectives**

### **Course Aim**

The course aims at helping learners to achieve an overall English language proficiency of Basic User defined as A2 level on the Common European Framework of Reference for Languages (CEFR), developing social language functions such as greeting people, asking about work and free time, and making invitations.

### **Course Objectives**

The course is intended to accomplish its goal through developing students' language skills to:

1. Read and understand Elementary and Pre-intermediate texts and a range of high frequency vocabulary in context.
2. Talk about aspects of personal and everyday life, using appropriate stress, intonation, and rhythm, and understand simple, spoken texts on familiar topics.
3. Write simple cohesive paragraphs on familiar topics.
4. Demonstrate some control of essential grammatical structures with occasional inconsistencies.

### **New Headway Elementary - Key Features**

Clear, structured approach to grammar with structures introduced in context, and questions that encourage students to work out the rules for themselves.

A comprehensive 'Grammar section' at the back of the Student's Books provides a useful reference before, during or after the lesson.

A well-defined vocabulary syllabus concentrates on three key areas: learning new words in lexical sets; acquiring good habits for learning vocabulary; and developing vocabulary 'systems' such as sound and spelling relationships.

Additional Information

Integrated skills work with the reading and listening activities in every unit contextualizing and bringing together previously introduced language.

The unit-by-unit writing sections in the Student's Books help to develop students' written English in a range of situations and registers.

Supportive Teacher's Books at each level include an explanation of the methodology, step-by-step lesson guidance, additional activities, photocopiable tests, cultural notes, and detailed answer keys.

## **Additional Exercises – International Business English**

### **Market Leader Pre-intermediate Third Edition**

#### **TEACH STUDENTS REAL ENGLISH IN A BUSINESS ENVIRONMENT**

Financial Times articles and practice exercises help students develop English for business.

Topics such as buying and selling, mergers and acquisitions, people skills, marketing and human resources expose students to the practicalities of business.

Consultant case studies help students learn general business practices while improving their English.

## Section 3 Course Structure

### 1. Course Outline

English for Communication and Study Skills present real life situations and in which the language used is correct, authentic and actual.

- The Listening section invites students to listen to a real dialogue, and answer questions on it to make sure they fully understand what is happening.
- The Writing section explores how to use key expressions in English.
- The Speaking section provides practice to make students confident of using the key expressions correctly.
- The Reading and Vocabulary sections help students to consolidate and build on the language they learn.

### 2. Time Length per Semester (Lecture – hours / Practice – hours / Self Study – Hours)

Lecture (hours)	Remedial Class (hours)	Practice/ Field Work/Internship (hours)	Self - Study (hours)
48	48	0	16

### 3. Time Length per Week for Individual Academic Consulting and Guidance

- 3.1 Self-consulting at the lecturer's office: Room Number 304, SSRUIC Building (Nakhon Pathom Education Center)
- 3.2 Consulting via office telephone/mobile phone: 0923812178
- 3.3 Consulting via E-mail: [robheathfield1975@gmail.com](mailto:robheathfield1975@gmail.com)
- 3.4 Consulting via Social Media: Line ID robheathfield1975
- 3.5 Consulting via Computer Network

## **Section 4 Developing Student's Learning Outcomes**

### **1. Morals and Ethics**

#### 1.1 Morals and Ethics to be developed

- (1) Teamwork
- (2) Manners
- (3) Personal Behavior

#### 1.2 Teaching Strategies

- (1) Cooperative Learning
- (2) Conversation
- (3) Case Study

#### 1.3 Assessment Strategies

- (1) Examination
- (2) Classroom Activity
- (3) Observation

### **2. Knowledge**

#### 2.1 Knowledge to be developed

- (1) English Vocabulary for International Business
- (2) Listening Skill for International Business
- (3) Reading Skill for International Business
- (4) Presentation for International Business

#### 2.2 Teaching Strategies

- (1) Cooperative Learning
- (2) Role play
- (3) Practice

#### 2.3 Assessment Strategies

- (1) Examination
- (2) Classroom Activity
- (3) Assignment

### **3. Cognitive Skills**

#### 2.1 Cognitive skills to be developed

- (1) English Proficiency
- (2) Planning and Organizing Skill
- (3) Initiative Skill

#### 2.2 Teaching Strategies

- (1) Cooperative Learning
- (2) Role play
- (3) Practice

#### 2.3 Assessment Strategies

- (1) Examination
- (2) Classroom Activity
- (3) Assignment

### **4. Interpersonal Skill and Responsibilities**

#### 2.1 Interpersonal Skill and Responsibilities to be developed

- (1) Social Manner
- (2) Customer Service Skill
- (3) Personality Development

#### 2.2 Teaching Strategies

- (1) Cooperative Learning
- (2) Role play
- (3) Practice

#### 2.3 Assessment Strategies

- (1) Examination
- (2) Classroom Activity
- (3) Assignment



## **5. Numerical Analysis, Communication and Information Technology Skills**

### 2.1 Numerical Analysis, Communication and Information Technology

Skills to be developed

- (1) English communication skill
- (2) Translation skill
- (3) Grammar Usage

### 2.2 Teaching Strategies

- (1) Cooperative Learning
- (2) Role play
- (3) Practice

### 2.3 Assessment Strategies

- (1) Examination
- (2) Classroom Activity
- (3) Assignment

## Section 5 Scheme of work and Assessment

# Semester No 2 2017

International College,  
Suan Sunandha  
Rajabhat University  
Teacher: Rob Heathfield

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### Graded Assignments and Exams

1. My capital city	Writing 1	10%
2. Describing a holiday -a postcard	Writing 2	10%
3. Midterm Test	Test Paper	20%
4. Tell us about your holiday	Speaking	10%
5. Grammar Quiz - Past/Present/Future	Test Paper	10%
6. Final Exam	Final Exam Paper	30%
7. Attendance	Register	10%

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Week	Topic	Period	Learning Activities	Teacher
1	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Last Semester Course Review</li> </ul>	9 – 13 Jan	<ul style="list-style-type: none"> <li>• Presentation</li> <li>• Airplane Game / Snowball (Activities)</li> <li>• Review the test</li> <li>• Present NH workbook</li> <li>• Discussion + Presentation</li> </ul>	Rob Heathfield
2	<ul style="list-style-type: none"> <li>• Life's ups and downs – Past Simple</li> <li>• Regular &amp; Irregular (worked &amp; began)</li> <li>• 'ed t/d/id</li> <li>• Feelings – Adjectives –ed &amp; -ing</li> <li>• The meaning of life</li> <li>• Everyday English – What's the date?</li> </ul>	16 – 20 Jan	<ul style="list-style-type: none"> <li>• Pg. 46 &amp; 47 NH workbook Listen, Read, Speak and Write</li> <li>• Grammar – Presentation</li> <li>• Pg. 48 NH workbook Listen, Read, Speak and Write</li> <li>• Pg. 52 NH workbook Listen, Read, Speak and Write</li> <li>• Pg. 50 &amp; 51 NH workbook Listen, Read and Write</li> <li>• Pg. 53 Presentation and Practice</li> </ul>	Rob Heathfield
3	<ul style="list-style-type: none"> <li>• Dates to remember – past simple</li> <li>• Questions – How many/ When/Why</li> <li>• Negatives – We didn't have</li> <li>• Time Expressions</li> <li>• Talking about your life</li> <li>• Planes to Rockets</li> <li>• Adverbs</li> <li>• Everyday English – Special occasions</li> </ul>	23 – 27 Jan	<ul style="list-style-type: none"> <li>• Pg. 54 NH workbook Listen, Read, Speak and Write</li> <li>• Pg. 55 NH workbook Listen, Read, Speak and Write</li> <li>• Pg. 55 NH workbook Listen, Read, Speak and Write</li> <li>• Pg. 56 NH workbook Listen, Read, Speak and Write</li> <li>• Pg. 57 NH workbook Listen, Read and Present</li> <li>• Pg. 58 &amp; 59 NH workbook Listen, Read, Speak</li> <li>• Pg. 60 NH workbook Presentation and Practice</li> <li>• Pg. 61 NH workbook Presentation and Practice</li> </ul>	Rob Heathfield
4	<ul style="list-style-type: none"> <li>• Eating in or out? Countable /Uncountable</li> <li>• Nouns</li> <li>• I like and I'd like ...</li> <li>• some / any + How much? / How many?</li> <li>• Food &amp; Drink + Cooking</li> <li>• Everybody likes a sandwich</li> <li>• Everyday English – Shopping</li> </ul>	30 – 3 Feb	<ul style="list-style-type: none"> <li>• Pg. 62 NH workbook Listen, Read, Speak and Write</li> <li>• Pg. 63 NH workbook Listen, Read, Speak and Write</li> <li>• Pg. 64 &amp; 65 NH workbook Listen, Read, Speak and Write</li> <li>• Pg. 65 NH workbook Listen, Read, Speak and Write</li> <li>• Pg. 66 &amp; 67 NH workbook Listen, Read, Speak and Write</li> <li>• Pg. 68 &amp; 69 NH workbook Listen, Read, Speak and Write</li> </ul>	Rob Heathfield

5	<ul style="list-style-type: none"> <li>English for international Business – Careers</li> <li>Starting Up</li> <li>Career moves</li> <li>Be aware of your online image</li> <li>Changing Jobs</li> <li>Telephone Skills – Job Application</li> <li>Case Study</li> </ul>	6 – 10 Feb	<ul style="list-style-type: none"> <li>Pg. 6 – 13 Pre-interMarket Leader</li> <li>Discussion</li> <li>Vocab – Demonstration &amp; Practice</li> <li>Reading – Individual and Group</li> <li>Listening – Group – Discussion</li> <li>Group Listen/Read/Write – Group Practice</li> <li>Small Group Exercise</li> </ul>	Rob Heathfield
6	<ul style="list-style-type: none"> <li>City living – Describing a place</li> <li>Comparative adjectives – bigger/more romantic</li> <li>Superlative adjectives – busiest/most popular</li> <li>Megacities</li> <li>Everyday English – Directions</li> <li>Homework - My capital city</li> </ul>	13 – 17 Feb	<ul style="list-style-type: none"> <li>Pg. 70-77 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 70 &amp; 71 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 72 &amp; 73 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 74 &amp; 75 NH workbook Listen, Read and Speak</li> <li>Pg. 76 &amp; 77 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 114 – Write about Bangkok (10%)</li> </ul>	Rob Heathfield
7	<ul style="list-style-type: none"> <li>Where on earth are you?</li> <li>Present Continuous</li> <li>Present Simple</li> <li>In/at/on prepositions</li> <li>Describing people + clothes</li> <li>Living in Space</li> <li>Everyday English – social expressions</li> </ul>	20 – 24 Feb	<ul style="list-style-type: none"> <li>Pg. 78 - 85 NH workbook Listen, Read, Speak and Write</li> <li>Grammar – Presentation and Practice</li> <li>Pg. 80 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 78 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 84 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 82 &amp; 83 NH workbook Listen, Read and Speak</li> <li>Pg. 85 NH workbook Listen, Presentation and Practice</li> </ul>	Rob Heathfield

8	<p>Midterm Test</p> <p><b>Topics</b></p> <ol style="list-style-type: none"> <li>1. Question words.</li> <li>2. Negative forms.</li> <li>3. Count and <u>uncount</u> nouns.</li> <li>4. Some/<u>any</u>/<u>a</u>/<u>how much</u>/<u>how many</u>.</li> <li>5. Which word is different?</li> <li>6. Comparatives and superlatives.</li> <li>7. Present Simple and Continuous.</li> <li>8. going to</li> <li>9. Past Simple and Present Perfect 1</li> <li>10. Past Simple and Present Perfect 2</li> <li>11. Correct words.</li> <li>12. <i>take and get</i></li> </ol>	27 – 3 Mar	<p>Test Paper (20%)</p> <p>Complete the test paper.</p>	Rob Heathfield
9	<ul style="list-style-type: none"> <li>● Going far – future</li> <li>● Infinitive of purpose – we are going...</li> <li>● Singing for their supper</li> <li>● Weather</li> <li>● Everyday English – Making suggestions</li> <li>● Homework - Describing a holiday pg. 116</li> </ul>	6 – 10 Mar	<ul style="list-style-type: none"> <li>● Grammar – Presentation and Practice</li> <li>● Pg. 86 - 89 NH workbook Listen, Read, Speak and Write</li> <li>● Pg. 90 &amp; 91 NH workbook Listen, Read, Speak and Write</li> <li>● Pg. 92 NH workbook Listen, Read, Speak and Write</li> <li>● Pg. 93 NH workbook Listen, Read, Speak and Write</li> <li>● Write a postcard and tell us about your holiday (10%)</li> </ul>	Rob Heathfield
10	<ul style="list-style-type: none"> <li>● Business Writing - Companies</li> <li>● Starting Up</li> <li>● Describing companies</li> <li>● Two Organizations</li> <li>● A Successful Company</li> <li>● Presenting Your Company</li> <li>● Case Study – Writing</li> </ul>	13 – 17 Mar	<ul style="list-style-type: none"> <li>● Pg. 14 – 21 Pre-inter Market Leader Discussion</li> <li>● Vocab – Demonstration &amp; Practice</li> <li>● Reading – Individual and Group</li> <li>● Listening – Group – Discussion</li> <li>● Group Listen/Read/Write – Group Practice</li> <li>● Small Group Exercise</li> </ul>	Rob Heathfield

11	<ul style="list-style-type: none"> <li>Never ever – Present Perfect</li> <li>Countries and flags</li> <li>ever &amp; never</li> <li>yet &amp; just</li> <li>Tense revision – Present/Past/Future</li> <li>I've been to Glastonbury</li> <li>take &amp; get</li> <li>Everyday English – Transport and Travel</li> </ul>	20 – 24 Mar	<ul style="list-style-type: none"> <li>Grammar Presentation and Practice</li> <li>Pg. 94 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 94 &amp; 95 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 96 &amp; 97 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 97 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 98 &amp; 99 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 100 NH workbook Listen, Read, Speak and Write</li> <li>Pg. 90 &amp; 91 NH workbook Listen, Read, Speak and Write</li> </ul>	Rob Heathfield
12	<ul style="list-style-type: none"> <li>Business Document Reading - Selling</li> <li>Starting Up</li> <li>Making Sales</li> <li>Sales Skills</li> <li>Selling on TV</li> <li>Negotiating</li> <li>Case Study – Reading/Writing and Presentation</li> </ul>	27 – 31 Mar	<ul style="list-style-type: none"> <li>Pg. 22 – 29 Pre-inter Market Leader</li> <li>Discussion</li> <li>Vocab – Demonstration &amp; Practice</li> <li>Reading – Individual and Group</li> <li>Listening – Group – Discussion</li> <li>Group Listen/Read/Write - Group Practice</li> <li>Small Group Exercise</li> </ul>	
13	<ul style="list-style-type: none"> <li>Business Speaking - Great Ideas</li> <li>Starting Up</li> <li>Verb and Noun Combinations</li> <li>Three Great Ideas</li> <li>Great Business Ideas</li> <li>Presenting Your Company</li> <li>Case Study – Writing</li> </ul>	3 – 7 Apr	<ul style="list-style-type: none"> <li>Pg. 36 – 43 Pre-inter Market Leader</li> <li>Discussion</li> <li>Vocab – Demonstration &amp; Practice</li> <li>Reading – Individual and Group</li> <li>Listening – Group – Discussion</li> <li>Group Listen/Read/Write - Group Practice</li> <li>Small Group Exercise</li> </ul>	Rob Heathfield
14	Holiday	10 – 12 Apr	Holiday	
15	<ul style="list-style-type: none"> <li>Presentation 2</li> <li>Grammar Quiz - Past/Present/Future</li> <li>Revision</li> </ul>	18 – 21 Apr	<ul style="list-style-type: none"> <li>Presentation part - tell us about your holiday (10%)</li> <li>Past/Present/Future (10%)</li> <li>Activities as required by the group</li> </ul>	
16	Make up Class	24 – 28 Apr	Activities as required by the group	Rob Heathfield
	Final Exam	1 – 5 May	Final Exam Paper (30%)	Invigilator

## **Section 6 Learning and Teaching Resources**

### **1. Textbook and Main Documents**

New Headway Elementry Forth Edition (2011) Oxford University Press  
Pre-intermediate Market Leader Third Edition (2012)

### **2. Important Documents for Extra Study**

[www.breakingnewsenglish.com](http://www.breakingnewsenglish.com)

### **3. Suggestion Information (Printing Materials/Website/CD/Others)**

<https://www.englishclub.com/esl-exams/ets-toeic-practice-4.htm>

<http://product.pearsonelt.com/marketleader/>

[http://www.examenglish.com/TOEIC/TOEIC listening part3.htm](http://www.examenglish.com/TOEIC/TOEIC_listening_part3.htm)

[http://www.examenglish.com/TOEIC/TOEIC listening part1.htm](http://www.examenglish.com/TOEIC/TOEIC_listening_part1.htm)

## Section 7 Course Evaluation and Revising

### 1. Strategies for Course Evaluation by Students

Evaluation sheet

Behavior of students in class and uniform standard

Students' suggestion during the class

### 2. Strategies for Course Evaluation by Lecturer

Exam result and observation

### 3. Teaching Revision

Classroom research

### 4. Feedback for Achievement Standards

Evaluation based on quizzes, paper, presentation, semester paper

### 5. Methodology and Planning for Course Review and Improvement

Encourage the students to do essential and external reading and submit paper and presentation on time. Find further study and information related to this course in library as well as internet

## Curriculum Mapping Illustrating the Distribution of Program Standard Learning Outcomes to Course Level

Courses	1. Morals and Ethics			2. Knowledge			3. Cognitive Skills			4. Interpersonal Skills and Responsibility			5. Numerical Analysis, Communication and Information Technology Skills			6. Other Domain ie. Learning Management Skills		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Course Category : Required Course	● Major Responsibility									○ Minor Responsibility								
Course ICL1101 Course Title : English for Communication and Study Skills	●	●	●	●	●	●	●	●	●	●	●	●	●	○	●			