

Course Plan

1553603 English for Office Personnel 1
Asst. Prof. Dr. Patana Srisuruk

3(3-0-6)

Course description

Basic procedures and vocabulary for the office. Spoken and written language related to general office work. Principles and language of receiving guests, scheduling and travel planning. Computers for office procedures in English.

Learning outcomes

1. Students will be familiar with the vocabulary and procedures of office work in English.
2. Students will have a chance to practice English related to office work.
3. Students can prepare themselves to enter the workplace.

| week | content | activities |
|-------|--|---------------------|
| 1-2 | Introduction Showing a new secretary where things are | lecture speaking |
| 3-4 | Explaining the structure of a company | reading |
| 5-6 | Receiving the manager's guests | listening |
| 7 | Midterm test | Role play |
| 8 | Guest speaker | Doing assignment |
| 9-10 | Meeting | Presentation |
| 11-12 | Planning an executive trip | |
| 13-14 | Giving directions to a customer | |
| 15 | Personal Correspondence | |
| 16 | Final examination | |

Evaluation

Attendance 10 Midterm exam 25 Final exam 25
Meeting minutes 10 Test and assignment 30

Srisuruk, P. (2004). English for Office Personnel