

**D. 2010 COURSE DESCRIPTIONS (by skill & level of difficulty)**

**Single Skills Courses (listed by level of difficulty)**

LEVEL	NAME	DESCRIPTION
1	<b>Pronunciation and Listening Accuracy for Professional Speaking</b>	This course provides a thorough understanding of the English sound system as a tool for self-improvement of the related skills needed in all kinds of professional speaking, especially teleconferencing: listening, pronunciation and presentation. Participants will be better able to understand rapid speech and respond using clear correct pronunciation and appropriate vocabulary and grammar. Participants will also learn how to improve their professional image through control of their tone of voice, body language, and facial expressions. This course prepares them for more advanced speaking courses.
1	<b>Accurate Grammar Structure</b>	A course especially for Thai native speakers whose English writing has errors in structure, tense, or word choice because of Thai language interference. Note: This course is designed for Thai language speakers only.
1	<b>Speaking at Work 1</b>	A speaking course for those who need to use English for business and social reasons. Students learn vocabulary useful for their professional lives, social and travel situations. There is extensive practice of useful communicative language (to make introductions, discuss work, analyze need and make choices, describe experience, make arrangements). Progress testing is included.
1	<b>Basic Grammar Review, Vocabulary and Sentence Formation</b>	Some students have requested this "back to the basics" review of the parts of speech and sentence formation so that they can finally master the use of fundamental grammar. Usage of all the parts of speech (nouns, pronouns, adjectives, adverbs, prepositions and conjunctions) is reviewed as well as formation of affirmative, negative and question sentences using the present, past, continuous and perfect tenses. They will master grammar and vocabulary to help them translate and faster and prepare them for our more advanced courses.
2	<b>Speaking at Work 2</b>	A speaking course for those who need to use English for business and social reasons. Students learn vocabulary useful for their professional lives, social and travel situations. There is extensive practice of useful communicative language (to make introductions, discuss work, analyze needs and make choices, describe experience, make arrangements) Progress testing is included.
2	<b>Writing Business Emails &amp; Memos</b>	A writing course focusing on emailing which is the method of written communication most commonly used in the workplace today. Participants learn pre-planning techniques and the POWER method to improve reader focus, development, and organization of messages. Group and individual writing assignments receive detailed feedback from the instructor. Class time is used for group work but students are encouraged to write individual assignments as homework.
2	<b>Accurate Sentence Structure</b>	This grammar course is the foundation for all writing with a focus on proper construction of English sentences. Students learn to choose appropriate words and combine them in sentence patterns typically used in business writing to achieve different tones and styles.
2	<b>Tenses &amp; Troubles</b>	This <b>Level 2</b> grammar course thoroughly reviews the entire English verb system, with a special focus on tense. Other key aspects of English grammar to be covered include articles, countable and uncountable nouns, phrasal verbs, relative clauses, and reported speech. Participants will practice via controlled exercises as well as short open writing tasks that allow greater self-expression and creativity. The explanations and exercises use up-to-date business contexts so students will not only improve their grammatical knowledge and skills but will also acquire new vocabulary and information.

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<b>LEVEL</b>	<b>NAME</b>	<b>DESCRIPTION</b>
2	<b>Writing Effective Business Correspondence</b>	This course focuses on writing simple single and multi-paragraph business letters to the professional standard expected in international business. Students should be able to write all types of English sentences with accuracy because this course emphasizes how to organize and present ideas effectively. Group and individual writing assignments receive detailed feedback from the instructor. Class time is used for group work but students are encouraged to write individual assignments as homework.
3	<b>Speaking at Work 3</b>	This speaking course concentrates on improving speaking and listening skills for socializing, telephoning, presenting, attending meetings, and negotiating. Students will develop fluency and confidence in speaking by becoming involved in extensive discussion expressing their own ideas, impressions and opinions. Progress testing is included.
3	<b>Writing Effective Business Correspondence - Advanced</b>	A course focusing on writing advanced informative business memos and letters which require careful planning, organizing and editing. Participants get hands-on experience in developing professional informative messages for a variety of purposes. Group and individual writing assignments receive detailed feedback from the instructor. Class time is used for group work but students are encouraged to write individual assignments as homework.

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**Multi-Skills Courses (listed by level of difficulty)**

LEVEL	NAME	DESCRIPTION
1	<b>Speaking, Listening &amp; Reading 1</b>	This course covers three skills: Speaking, Listening and Reading. Students practice speaking in pair practice and small group activities. They hear a variety of native speaker and foreign speaker accents during listening segments and develop vocabulary by reading current articles from business publications. Grammar review is included throughout the course. There is no homework but students are graded on the basis of progress tests and other graded activities assigned during the course.
2	<b>Business Grammar and Expressions for Correspondence</b>	This helps learners unlock the meaning of the English grammar used in business writing (gerunds, participles, infinitives, linking phrases, relatives, conditionals, subjunctives, active vs. passive voices and advanced use of tenses). Popular structural patterns and vocabulary used in business correspondence are introduced together with the concepts of how to organize sentences into paragraphs to facilitate meaning. Standard formats, tone and styles of correspondence are also introduced.
2	<b>Speaking, Listening &amp; Reading 2</b>	Another course covering three skills: Speaking, Listening and Reading. Students practice speaking in pair practice and small group activities. They hear a variety of native speaker and foreign speaker accents during listening segments of the course and develop vocabulary by reading current articles from business publications. Grammar review is included throughout the course. There is no homework but students are graded on the basis of progress tests and other graded activities assigned during the course.
2	<b>Combined Skills 2</b>	A course that covers four skills: speaking, listening, reading & writing. Role plays develop accuracy and fluency in speaking. Listening in business contexts develops the ability to extract specific information. Strategies for reading a variety of business texts are provided. Course work includes five written home work assignments and two progress tests.
3	<b>Advanced Grammar, Writing Styles and Editing</b>	This course is designed for those at management level who want to express themselves better as professional corporate language users when writing emails, letters, and reports. They want to write using proper tone, contemporary style and professional language. They want to learn how to edit their grammar, word choice, mechanics and content for smooth expression and maximum impact. The meanings of complex grammatical structures and trendy vocabulary will be explored to enable participants to read and translate corporate communication with greater accuracy and ease.
3	<b>Speaking, Listening &amp; Reading 3</b>	This course covers three skills: Speaking, Listening and Reading. Students practice speaking in pair practice and small group activities. They hear a variety of native speaker and foreign speaker accents during listening segments and develop vocabulary by reading current articles from business publications. Grammar review is included throughout the course. There is no homework but students are graded on the basis of progress tests and other graded activities assigned during the course.
3	<b>Combined Skills 3</b>	Covers 4 skills: speaking, listening, reading & writing. Role plays develop accuracy and fluency in speaking. Listening in business contexts develops the ability to extract specific information. Strategies for reading a variety of business texts are provided. Course work includes five written home work assignments and two progress tests.
4	<b>Speaking, Listening &amp; Reading 4</b>	Another course covering three skills: Speaking, Listening and Reading. Students practice speaking in pair practice and small group activities. They hear a variety of native speaker and foreign speaker accents during listening segments and develop vocabulary by reading current articles from business publications. Grammar review is included throughout the course. There is no homework but students are graded on the basis of progress tests and other graded activities assigned during the course.

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**Professional Skills Courses (listed by level of difficulty)**

LEVEL	NAME	DESCRIPTION
3	<b>Best Practices in Executive Business Writing</b>	This is a refresher course to familiarize executives at all levels with the best practices in business communication today. It is a series of informative sessions each followed by in-class practice. Topics include: Making Your Writing Easy to Read, Planning, Composing and Revising, Preparing a Presentation, Basic Business Letters, Meeting Communications (for International Conferences), Informative Business Reports, Writing Formal Reports, Using Graphs & Visuals in Reports, Writing Press Releases, Writing Newsletters, Persuasive Writing, Using Technology to Improve Communication.
3	<b>Practical Negotiations</b>	This communication skill course lets students practice the language of negotiation at various levels of formality while teaching basic strategies and tactics on getting one's way while retaining the goodwill of others. Discussion of theory is supplemented by computer simulations and role plays.
3	<b>Professional Presentations</b>	A communication skill course for those who have to make oral presentations at meetings, seminars or conferences. Delivery techniques, design and use of visual aids, structure and organization of messages are featured. Emphasis is given to the development of clear pronunciation, strong vocal projection, effective phrasing, and use of natural gestures and confident body movements. Class size is limited to 15. Participants receive feedback on their presentations from their peers and instructor.
3	<b>Writing Informative Reports</b>	This course provides guidelines for writing informal letter and memo reports. Topics include analyzing, choosing, and organizing data and information, considering reader focus and using visuals. Students will practice writing short reports to learn how to present information effectively through tightening their writing, using transitions, topic sentences, visuals and headings. Report types to be covered will be based on participants' needs. Materials concerning mechanics may be added if writing samples show the need.
4	<b>Business Issues (Discussion)</b>	This course provides practice in analyzing, discussing international business topics featured in the Economist magazine such as advertising, banking, project management, energy, technology, investment and competition. Participants will practice facing related business dilemmas and work together to come up with appropriate decisions.
4	<b>Weighing Options (Business Studies)</b>	This course focuses on developing the skills, vocabulary and overall fluency needed to analyze and discuss, international business issues. It is a good preview course for anybody interested in entering an MBA program. Students read texts, listen to authentic interviews, and engage in a variety of speaking activities to develop confidence in discussing key concepts in business. Topics include management, work and motivation, recruitment, production, marketing, banking, stocks and shares.
4	<b>Persuasive Business Writing</b>	This communication skill course introduces participants to the concept of persuasion and teaches persuasive tactics and strategies to use in writing. Students practice writing persuasive messages for a variety of purposes. Group and individual writing assignments receive detailed feedback from the instructor. Class time is used for group work but students are encouraged to write individual reports as homework.

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4	<b>Writing Clinic</b>	This course is designed to let business people improve the quality of the writing they do at work. The aim is to develop writing competency, not broad language proficiency. The first class is held at Sasin, but most of the work is done via e-mail. Participants will submit one work sample of 400 words per week to the instructor and get personal one-on-one tutoring. The instructor will comment on the grammar, style, tone and organization of each writing sample. The writer then revises it accordingly. Participants can work at their own speed but the instructor will send reminders that time is running out. A maximum of 8 writing samples can be submitted within the 8 week course.