

C. 2010 COURSE DESCRIPTIONS (listed alphabetically)

Item	Course Name	Description
1.	Accurate Grammar Structure	This Level 1 grammar course is 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]
2.	Advanced Grammar, Writing Styles and Editing	This Level 3 course was designed at the request of students who wanted to develop a more sophisticated style when expressing themselves in written form. They asked our instructor to help them write using proper tone in a contemporary style with professional language. They wanted to learn how to edit their grammar, word choice, mechanics and content for smooth expression and maximum impact. They wanted to be able to interpret the meaning of complex grammatical structures and trendy vocabulary used in business documents so they could read and translate corporate communication with greater accuracy and ease. This course attempts to answer their requests.
3.	Accurate Sentence Structure	This grammar course is the foundation for all for all our writing courses because it focuses 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.
4.	Basic Grammar Review, Vocabulary and Sentence Formation	Some students have requested this Level 1 "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

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5.	Best Practices in Executive Business Writing	This is a Level 3 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. The range of topics includes: Making Your Writing Easy to Read, Planning, Composing and Revising, Preparing a Presentation, Basic Business Letters, 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. Note: Each class will select the topics it wants to cover as there is too little time to cover them all in one session.
6.	Business Grammar and Expressions for Correspondence	This Level 2 course 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.
7.	Business Grammar in Context	This course thoroughly reviews the English verb system, with a special focus on the rich meaning of English tenses. Many Thai writers of English do not realize how choice of tense will change the meaning of what they write and this course is designed to help. Other aspects of English grammar which cause frequent errors are also reviewed: articles, countable and uncountable nouns, phrasal verbs, relative clauses, reported speech. Participants practice via controlled exercises in business contexts as well as short open writing tasks that allow greater self-expression and creativity.
8.	Business Issues (Discussion)	This Level 4 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.
9.	Combined Skills 2	This intensive course is offered at both Levels 2 and 3 and covers four skills: speaking, listening, reading and 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.

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10.	Combined Skills 3	This intensive course is offered at both Levels 2 and 3 and covers four skills: speaking, listening, reading and 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.
11.	Communication Skills for Finance and Accounting	This Level 3 course is designed for people who are interested in learning about the finance and accounting fields who want to practice their English communication skills in that context (telephoning, negotiating, participating in meetings and making presentations). This course also includes extensive guidance and practice in writing e-mails and letters on finance-related subjects, as well as a review of the key vocabulary of finance and accounting. Listening practice based on interviews with finance professionals is also included. Students will be evaluated based on their participation in class discussions and role play activities, as well as on in-class writing assignments and group presentations. This course is also ideally suited for students who plan to study for an MBA or a degree in finance in the future.
12.	Persuasive Business Writing	This Level 4 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.
13.	Practical Negotiations (30 hrs)	This Level 3 Communication Skill course lets students practice the language of negotiation at various levels of formality. They learn basic strategies and tactics on getting their own way while retaining the goodwill of others. Discussion of theory is supplemented by plenty of computer simulations and role play.

14.	Professional Presentations	This Level 3 Communication Skill course is a life line for staff promoted to jobs which suddenly require them to step into the spotlight and make oral presentations at meetings, seminars or conferences. Students learn how to structure and organize messages, design and use visual aids and techniques for effective delivery. The instructor emphasize clear pronunciation, development of strong vocal projection, effective phrasing, and use of natural gestures and confident body movements. Participants receive feedback on their presentations from their peers and instructor. Class size is limited to 15. This course is designed to give you the courage to make great presentations.
Item	Course Name	Description
15.	Pronunciation and Listening Accuracy for Professional Speaking 2	This Level 2 course aims to help participants understand and appropriately respond to the rapid speech of native speakers in various formal and informal settings. It helps participants speak more fluently and naturally using appropriate tone, intonation and body language. Participants will practice listening to models of rapid speech (teleconferences, news broadcasts, and movies) and study how vocabulary is chosen to express ideas concisely and with more sophistication. Participants will be trained to enhance their accent and image when interacting or presenting in English so that they convey a professional image. This course is excellent preparation for other advanced speaking courses.
16.	Speaking Listening Reading 1	This lively and fun course is offered at Levels 1, 2, 3, and 4 and covers three skills: Speaking, Listening and Reading. Students practice speaking in pair practice and small groups activities. They hear a variety of native speaker and foreign speaker accents during listening segments of the course and they 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.
17.	Speaking Listening Reading 2	This lively and fun course is offered at Levels 1, 2, 3, and 4 and covers three skills: Speaking, Listening and Reading. Students practice speaking in pair practice and small groups activities. They hear a variety of native speaker and foreign speaker accents during listening segments of the course and they 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.

18.	Speaking Listening Reading 3	This lively and fun course is offered at Levels 1, 2, 3, and 4 and covers three skills: Speaking, Listening and Reading. Students practice speaking in pair practice and small groups activities. They hear a variety of native speaker and foreign speaker accents during listening segments of the course and they 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.
Item	Course Name	Description
19.	Speaking Listening Reading 4	This lively and fun course is offered at Levels 1, 2, 3, and 4 and covers three skills: Speaking, Listening and Reading. Students practice speaking in pair practice and small groups activities. They hear a variety of native speaker and foreign speaker accents during listening segments of the course and they 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.
20.	Speaking at Work 1	This Level 1 Speaking course is 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.
21.	Speaking at Work 2	This Level 2 speaking course concentrates on language needed to communicate effectively in cross-cultural business situations. There is extensive practice of useful communicative language (to make introductions, discuss work, analyze needs and make choices, describe experiences, make arrangements). Progress testing is included.
22.	Speaking at Work 3	This Level 3 speaking course is for those who need to practice using English for business and social reasons. Language for telephoning, socializing, making presentations, negotiating, participating in conferences meetings is covered so students can develop fluency and confidence when expressing their own ideas, impressions and opinions. Progress testing is included.

23.	Standard Pronunciation and Vocabulary for Basic Presentations	It is common to meet people in Thailand whose English reading, writing, and listening proficiency is very high but whose English pronunciation is difficult to understand. This course helps people who realize (or have been told by others) that their pronunciation needs improvement. The instructor helps participants develop a clear voice to use in an appropriate tone and style. He explains the correct pronunciation of troublesome words and business vocabulary and the conventions of eye contact, facial expression, and stage movement for English language presentations. Participants will become more confident when speaking in English in every situation
Item	Course Name	Description
24.	Weighing Options (Business Studies)	This Level 4 course serves as a preview for anybody interested in entering an MBA program. It focuses on developing the overall fluency needed to analyze and discuss, international business issues. 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.
25.	Writing Business Emails & Memos	This writing course is suitable for people who are already capable of writing English sentences accurately with few errors. Participants will practice combining sentences into short emails which account for much of the written communication used in the workplace today. Participants learn how to write clear messages which eliminate confusion, delay or the need for clarification. They learn preplanning techniques and the POWER method to improve reader focus, development, and organization of their messages. The instructor provides detailed feedback on group and individual writing assignments. Class time is used for group work but students are encouraged to write individual assignments as homework.
26.	Writing Effective Business Correspondence	This writing course is suitable for people who are already capable of writing English sentences accurately with few errors. Participants learn how to organize and link their sentences into simple single or multi-paragraph business letters. The instructor provides detailed feedback on group and individual writing assignments. Class time is used for group work but students are encouraged to write individual assignments as homework.

27.	Writing Effective Business Correspondence Advanced	This writing course is for participants who need to write longer non-routine messages about problems, complaints, or special requirements. Participants will learn to carefully plan, organize and edit their writing. The instructor provides detailed feedback on group and individual writing assignments. Class time is used for group work but students are encouraged to write individual assignments as homework.
28.	Writing Informative Business Reports	This Level 3 course provides guidelines for writing informative reports. Students are given various business report topics and learn to use reader focus to analyze, choose, and organize, data information, and visuals. The instructor teaches them to tighten their writing by using transitions, topic sentences, visuals and headings to present their information more effectively. The importance of mastering the conventions and mechanics of English to provide a professional look are covered as needed.
Item	Course Name	Description
29.	Writing Coach	This course is designed to let business people improve the quality of the writing they actually do at work. The aim is to develop writing competency for work related tasks, not broad language proficiency. Participants are encouraged to submit the kind of reports, emails, and correspondence that they need to write on the job. The first class is held at Sasin when the student meets the on-line tutor and learns how to interpret correction symbols and maintain and update an individual Progress Chart. Assignment #1 is completed at the first session but the remaining assignments are submitted via e mail, each week. The on-line tutor will mark up each 250- 400 word sample with correction symbols and return the work to the participant for revision who resubmits a corrected version. The instructor will then comment on the grammar, style, tone and organization as appropriate to polish the final work. Participants can work at their own pace within the 10-week time frame. A maximum of eight 250-400 word writing samples can be submitted within the 10-week course. Longer submissions are also accepted but will be counted as two assignments. At the end of the 10 week period, the participant will receive an analysis of his/her Progress Charts to determine the source of persistent errors and a Professional Writing