

Graduate Diploma Program in English for Careers (English Program) Language Institute, Thammasat University Revised 2015

Academic Program

Graduate Diploma Program in English for Careers

Degree Offered

Graduate Diploma in English for Careers
Grad. Dip. in English for Careers

Objectives

1. To provide opportunities for graduates in various fields to study and practice English for specific purposes using all four skills and enable them to use English in their work effectively and efficiently.
2. To enable graduates in various fields to practice English to enhance their professionalism in their respective fields.
3. To produce graduates at an advanced level of English to meet the increasing needs of the job market for fully-qualified professionals.

Admission

1. Applicants must hold a Bachelor's degree or equivalent in any field of study from local or foreign institutions which are recognized by the Thammasat University Council.
2. Applicants must meet the requirements of Thammasat University's Graduate School under the 2010 Graduate Diploma Programs Regulations.
3. Applicants must successfully pass an English language entrance examination and an interview in English.

Academic System

The academic year is divided into two 16-week semesters (first and second semesters) and one 8-week summer session. Courses are offered on Saturdays and Sundays (09:00 a.m. - 04:00 p.m.)

Duration of Study

The minimum study completion period is 2 semesters and the maximum period must not exceed 6 semesters.

Place of study

The program is conducted at the Language Institute, Thammasat University, Tha Prachan campus.

Library

Students can check out books from Thammasat University's Central Library and various faculty libraries which have many books and journals.

Students can also use other libraries: such as any university's central library, the National Library, the British Council Library, the AUA Library and the Government Document Center.

Total Tuition and Fees

This one-year program is a self-supporting program.

Thai Nationals – 83,210 baht

International Students – 123,710 baht

*2,000 baht per credit

Curriculum

Total Requirements	24	credits
Course Structure		
6 Required Courses	18	credits
2 Elective Courses	6	credits

Course Numbers

The first two letters represent the Graduate Diploma Program in English for Careers.

The course listings consist of three numbers:

The last number represents required and elective courses.

5 - 8 represents elective courses

The middle number represents the content of the course.

The first number represents the level of difficulty.

0 - 4 represents required courses

List of Courses

Required Courses: Students must enroll for 6 required subjects, which equals 18 credit from the following list.

EL 511	Speaking Skill Development in English	3 credits
EL 512	Advanced Listening and Speaking	3 credits
	Prereq: EL 511	
EL 520	Reading Skill Development in English	3 credits
EL 531	Correspondence and Office Writing	3 credits

EL 540	Effective Communication Techniques	3 credits
EL 591	Research Paper Writing and Seminar	3 credits

Elective Courses: Students must enroll for 2 elective subjects, which equals 6 credit from the following list.

EL 515	Public Speaking	3 credits
EL 516	Foundation of Business English Translation	3 credits
EL 535	Note-Taking and Report Writing	3 credits
EL 555	English for AEC	3 credits
EL 556	English for Professional Contacts	3 credits
EL 557	English for Communication Across Cultures	3 credits
EL 565	English for Small and Medium Enterprises	3 credits
EL 575	English for Hospitality Business	3 credits
EL 585	English for International Trade	3 credits

Academic Plan

First Semester

EL 511	Speaking Skill Development in English
EL 520	Reading Skill Development in English
EL 531	Correspondence and Office Writing

Second Semester

EL 512	Advanced Listening and Speaking Prereq: EL 511
EL 540	Effective Communication Techniques
2	Electives

Summer

EL 591	Research Paper Writing and Seminar
--------	------------------------------------

Course Descriptions

EL 511 Speaking Skill Development in English

Designed to improve the speaking skills of students by concentrating on their specific pronunciation problems and training them to enunciate clearly. Intensive practice in phonemic production as well as word stress and sentence intonation. Speech training applied to real life business situations such as receiving clients and handling routine telephone conversations. Emphasis on the ability to communicate effectively in English on a variety of topics ranging from personal to professional interests.

EL 512 Advanced Listening and Speaking

Prerequisite: EL 511

Listening comprehension improvement through the use of recorded dialogues, speeches, news broadcasts, and academic lectures. Training provided in the use of idiomatic speech and acceptable colloquial expressions. Student participation in discussions on various career topics.

EL 515 Public speaking

The principles and techniques of effective public speaking. Practice given in maintaining eye contact and using correct terminology and forms of address in opening meetings, introducing speakers, and leading discussions and seminars. Provides opportunities for making both impromptu and prepared speeches.

EL 516 Foundation of Business English Translation

The principles and practice in the methodology of basic translation in Business English Thai and vice versa. Special attention given to translating business documents conversations, and socializing in business contexts.

EL 520 Reading Skill Development in English

A refresher course for reading skill development, extensive practice in vocabulary-building and reading comprehension.

EL 531 Correspondence and Office Writing

Preparation for the main writing responsibilities involved in office work. Samples presented of typical social and business correspondence eg. memorandums faxes E-mails and practice given in responding to both internal and external written communications

EL 535 Note-Taking and Report Writing

Practical training in efficient note-taking skills for business and professional purposes. Exercises in taking minutes at staff meeting and making notes during business seminars and sales presentations. Techniques for writing clear and concise reports.

EL 540 Effective Communication Techniques in English

Introduction to modern communication theories and techniques with application in developing communication skill in a variety of social and professional settings. Includes an analysis of models of communication network and the psychology needed in developing effective communication strategies. Practice in personal negotiation and presenting convincing arguments as well as in using appropriate body language.

EL 555 English for AEC

This course is designed for executives in both private and government sectors to be able to communicate effectively in English for AEC. Special attentions are given to improving conversation skills in both casual and formal settings as well as improving reading skills for articles related to AEC countries, plus paragraph writing concerning social, educational and economic topics about AEC.

EL 556 English for Professional Contacts

Problem-solving skills in effective public relations such as ways to establish cordial guest relations, provide information and tactfully handle various complaints. Includes study of general protocol and training in how to handle guests and VIP receptions.

EL 557 English for Communication Across Cultures

This course is designed for students to study principles and problems which usually occur in international settings at the level of interpersonal and group communication, to enable students to acquire an insight into communication across cultures so that they are aware of the sources of problems and able to avoid possible problems when they contact individuals or groups of people from various cultures. This is done in an effort to enhance the ability of students to communicate effectively across cultures.

EL 565 English for Small and Medium Enterprises

This course is designed for learners who are/will be SME entrepreneurs and public/international relations staff. The language-- especially the vocabulary and expressions necessary for negotiations, contacts, publicity, public relations, advertising and presentations of products and services-- will be studied and practiced using all the four skills; speaking and presenting, reading, writing, as well as vocabulary and expressions used in products and services descriptions. New channels of communication using the Internet (websites, selected popular social networking such as Facebook, Twitter, and Hi5) will be used for individual and group simulation-based projects.

EL 575 English for Hospitality Business

This course provides an introduction to the field of hospitality and its career opportunities. It also includes detailed examination of culinary arts, wines and spirits, and other relevant restaurant necessities. The contents of the course cover the concepts, vocabulary, technical terms, conversation models and expressions that should be learned and practiced as a means to help personnel in the hospitality business perform well in their careers.

EL 585 English for International Trade

Practical training in conducting an international business involving invoices, transportation and shipping documents, customs procedures, bills of lading, air consignment notes and other relevant matters. Practice in the art of negotiating contracts and using import-export vocabulary.

EL 591 Research Paper Writing and Seminar

Students conduct research on topics related to their work and the English language, using library research and/or any of the following: interview, questionnaire, case study, experiment, survey, observation of a real situation in a government or private organization or analysis of data collected from various sources, all under the supervision and guidance of an adviser. The emphasis is on content, process of writing English research papers, and correct language usage. Completed research papers are presented in a course seminar.
