

Airlines Business

Course Title : English Composition for Daily Life

Lecturer : Mr. Darma Rizal Khairiree

Semester : August 6- 23 November, 2016

Curriculum: All First Year Code 2558

Suan Sunandha Rajabhat University International College (SSRUIC)

Content

Section		Pages
Section 1	General Information	2
Section 2	Aims and Objectives	3
Section 3	Course Structure	4
Section 4	Developing Student's Learning Outcomes	5
Section 5	Lesson Plan and Assessment	7
Section 6	Learning and Teaching Resources	11
Section 7	Course Evaluation and Improvement	12

Section 1 General Information

1. Code and Course Title: IGL 1104

2. Credits: None

3. Curriculum and Course Category: None

4. Lecturer : Mr. Darma Rizal Khairiree

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5. Year / Semester

Year 2015/ Semester 1

6. Prerequisite Course

Completion of Bridging Course

7. Co-requisite Course:

None

8. Learning Location

SSRUIC Salaya Campus

9. Last Date for Preparing and Revising this Course:

To be Confirm

Section 2 Aims and Objectives

1. Course Aims

At the end of this course, the student will possess to cognitive domain, psychomotor domain, and affective domain in the following areas of performance:

1.1 Students should be able to analyze basic structures namely Parts of Speech including Sentences, Phrases, and Clauses

1.2 Students should be able to understand basic presentation skills which are as follow:

1.2.1 Affirmative Statements, Requests and Command, and Negotiations skills.

1.2.2 Presentation with visual aids.

1.3 Students should be able to categorize presentation techniques

1.4 Students should be able to analyze sentence structures including Tenses, Articles, Active and Passive Voice, and so forth and then synthesize their speech.

1.5 Students should be able to analyze and synthesize structures towards writing their speech.

2. Objectives for Developing / Revising Course

To develop students' writing skills and understand structures of the English language. This course is designed to give participants an opportunities to practices their speaking, listening , and reading and writing skill.

Section 3 Course Structure

1. Course Outline

This course presents the various presentation forms and relates them to meaning and uses. The clear explanations and examples, followed by a lot of practice material, will help students to understand the correct and proper presentation. Throughout the course, students will present and practice proper presentation skills that it is a necessity in their study life and also working life.

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

Lecture	Practice/ Field Work/ Classroom Activity	Self Study	Remedial Class
72 Hours	5 Hours	5 Hours	Upon Request

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

It's available **BY APPOINTMENT ONLY**.

Section 4 Developing Student's Learning Outcomes

Learning Standards/Outcomes	Learning Activities	Learning Assessment
<p>1. Ethics and Morals</p> <p style="text-align: center;">Being inquisitive in learning and Self-disciplined</p>	<ol style="list-style-type: none"> 1. Class Discussion 2. K-W-L Charts 	<ol style="list-style-type: none"> 1. Q&A 2. Class Participation
<p>2. Knowledge</p> <p>Students will be able to analyze basic structures namely Parts of Speech including Sentences, Phrases, and Clauses; moreover, they can analyze sentence structures including Tenses, Articles, Active and Passive Voice, and so forth and then synthesize their own essays.</p>	<ol style="list-style-type: none"> 1. Lecture with some exercises 2. Learning by doing 3. Self-directed learning 4. Pros and Cons 5. Models and Outlines 6. Small group work 7. Think-Write-Pair-Share 8. Brainstorming 	<ol style="list-style-type: none"> 1. Scoring Rubrics 2. Q&A 3. Performance-based assessment 4. Essay Questions 5. K-W-L Charts 6. Portfolios for assessment 7. Self-assessment and peer assessment 8. Interactive comments
<p>3. Cognitive Skills</p> <p>Students will be competent in English writing.</p> <ul style="list-style-type: none"> • Present and summarize grammatical rules 	<ol style="list-style-type: none"> 1. In-class writing 2. Group brainstorming 3. Exhibit own essays and presentation 	<ol style="list-style-type: none"> 1. Quiz and Test

<p style="text-align: center;">Learning Standards/Outcomes</p>	<p style="text-align: center;">Learning Activities</p>	<p style="text-align: center;">Learning Assessment</p>
<ul style="list-style-type: none"> • Access, individual writing through assignment 	<p>4. Models and Outlines</p>	
<p>4. Interpersonal Skills and Responsibilities</p> <p>Social skills: helping, writing for communication used by diverse cultures throughout the evolution of civilization, and learn to respect other people’s opinions</p>	<ol style="list-style-type: none"> 1. Group work 2. Individual assignment 3. Peer Tutoring 	<ol style="list-style-type: none"> 1. Exercises 2. Essay writing
<p>5. Numerical Analysis, Communication and Information Technology Skills</p> <p>Students have developed competencies in information literacy.</p>	<ol style="list-style-type: none"> 1. E-learning 2. Self-study 	<ol style="list-style-type: none"> 1. Quizzes 2. On-line assignment

Section 5 Lesson Plan and Assessment

1. Lesson Plan

Week	Topic/Outline	Hours	Learning Activities and Medium	Lecturer(s)
1	Introduction to Composition	3	Classroom activity and also newspaper article for summaries	Darma R. Khairiee
2	Writing an essay introduction	3	Sample of essay will be presented and will be analyses.	Darma R. Khairiee
3	Writing essay content	3	Sample of essay will be presented and will be analyses.	Darma R. Khairiee
4	Writing essay conclusion	3	Sample of essay will be presented and will be analyses.	Darma R. Khairiee
5	Essay Writing	3	Student will write the whole essay for this class.	Darma R. Khairiee
6	English Skills in Writing	3	Introduction of non-academic essay. Such as itinerary and travel schedule	Darma R. Khairiee
7	Writing Communication Skills	3	Writing of E mail, notes and memos.	Darma R. Khairiee

8	Mid Term Exam	3	_____	Darma R. Khairiree
9	Creating a full travel review and report.	3	Student must write a full travel report of a chosen destination.	Darma R. Khairiree
10	Writing Summary	3	Summary of journals, report and reviews.	Darma R. Khairiree
11	Writing a Review	3	Critical review of travel destination, hotels and airlines.	Darma R. Kharirree
12	Writing Communication Skills	3	Writing of Business Letter/ Resume/ Cover letter	Darma R. Khairiree

13	Filling up forms and documents.	3	Writing in the terms of filling in important document and application forms.	Darma R. Khairiree
14	Understanding Cultures	3	Basic cultural understanding in the service world	Darma R. Khairiree
15	Grammatical Exercise		Basic grammar practices and word activity.	Darma R. Khairiree
16	Final Examinations		—————	Darma R. Khairiree

2 Assessment

	Assessment Activities	Time Schedule (Week)	Proportion for Assessment (100 %)
1	Class Participation	1-7	10%
2	Assignment	1-7	20%
3	Mid – term Exam	8	30%
4	Final Exam	16	40%

Section 6 Learning and Teaching Resources

1. Textbook and Main Documents

Dale, Paulette & Wolf, James 2006, *Speech Communication Made Simple 3rd Edition*, Longman.

2. Important Documents for Extra Study

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

BBC Learning English

<http://www.bbc.co.uk/worldservice/learningenglish/>

Bangkok Post Learning English

<http://www.bangkokpost.com/learning/>

Student Weekly

Asiaweek

Section 7 Course Evaluation and Revising

1. Strategies for Course Evaluation by Students

- Self-Editing and Peer-Editing Worksheets
- Behavior of students in class
- Students' suggestion during the class

2. Strategies for Course Evaluation by Lecturer

Use weekly presentation and scoring rubrics.

3. Teaching Revision

Classroom Research

4. Feedback for Achievement Standards

Evaluation based on major assignment, major presentation, weekly presentation.

5. Methodology and Planning for Course Review and Improvement

Special assignments are included to be done in class, and students find the usage points woven into the description of the grammatical system; moreover, a lecturer provides the final exercises of the sentence structure chapters because these practices prove whether the students understand the structures and can produce them correctly on their own. Also students can find further study and information related to this course in library as well as internet.