

[A-3] COURSE SYLLABUS

1. COURSE DESCRIPTION (Approximately 100 words)

The Primary goal of this course is to teach students to understand the organisation, Occupation, economic vocabulary and they also would be communicate to competence, the ability for communicating in English according to the situation. This business vocabulary in Use consists of 64 Units and each units have only two pages, it explains for the definition of new words and expressions, and the second pages allow students to check exercises and also improving the students' understanding about the new vocabularies and expressions, contain of exercises as diagrams or crosswords. Furthermore, It has the questions for giving students the chance to practice the new vocabulary and expressions to relation to students's own professional situation, students and opinions. In addition, In our faculty of Education was used this book for second year students and it was 3 credits, the total number of the lecturer was 64 hours per a semester and 4 hours per a week.

2. COURSE GOALS AND OBJECTIVES (Approximately 100 words)

The goals of business vocabulary book is to build students understand the ways of doing basic business it would be made guideline for students when they have to work in organisation or companies. In addition, It could be help students improve their competence to perform for their occupational in the future. In fact, It would be improved students better for doing the basic business background knowledge and gain confidences by the working process, how to get the job as recruitment, selection procedure and applying. However, this business vocabulary in use is several purpose or goal. Firstly, be purposed students interesting in business content and business communication skills. Secondly, the goals would be improved students's performances in the classroom and prepare basics business and occupation; to increase the they awareness of what a course for instance customer service entails for the goal of identifying learning.

3. TEXTBOOK (Title, Author, Publisher, Year of Publication, etc.)

Title Book: Business Vocabulary in Use, Cambridge University Press.
Author: Bill Mascull 2002, This book is in copyright. Subject to statutory exception and the provisions of relevant collective licensing agreements, no reproduction of any part may take place without the written permission of Cambridge University press. First publish 2002, Second printing 2002 and third printing 2002

4. REFERENCE

How to teach English Business. <https://www.teachingenglish.org.uk> English business.
<https://www.learningenglish.britishcouncil.org> Walker and Keit H. (2006). English tourism.
Oxford English for careers Andrew, D.M. (2010). 250 ways to say it in business English.
Grant D, & Mclarty, R (2004). Business Basic (New edition) English for Lao government officials, module 3.

5. COURSE REQUIREMENTS AND GRADES

- 1). The course requirements and grades that Faculty of Education used, it was 3 credit 3(2-2-0).
- 2). The grades A = 4.00, B+ = 3.5, B= 3.00, C+ = 2.5, C= 2.00, D+=1.5 D= 1.00 and F=0.
- 3). Total number of Lecturers for the course 64 hours, the Length of each lecturer 180 minutes

6. COURSE CALENDAR

Week	Main Content
1	Work and job, and ways of working
2	Recruitment, selection procedures and applying a job
3	Skills and qualification, pays and Benefit
4	People and workplace, and career ladders
5	The problem at work, managers and Executive and directors
6	Business people and Business Leaders
7	Manufacturing and Services
8	Development process, Innovation and invention
9	Marketing, Materials, Suppliers and Business Philosophies
10	Buyers, seller and themarketing
11	Markets and Competitor
12	Marketing and Market Orientation
13	Products and Brands
14	Price, Place and Promotion