Suan Sunandha International School of Art (SISA)

Suan Sunandha Rajabhat University

Thai Qualification Framework for Higher Education (TQF3) : Course Specification

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Course Title :IGL 1103 English Composition for Daily Life

Credit :3 (3-0-6)

Semester 1

Academic Year : 2017

Curriculum : Bachelor of Fine Arts in Film Production (International Program)

Lecturer : Assoc. Prof. Loni Berry

Suan Sunandha International School of Art (SISA)

Section 1. General Information

1. Code and Course Title   : English Composition for Daily Life
2. Credit   : 3 (3-0-6)
3. Curriculum and Course Category:

   Students will be introduced to the fundamentals of English composition. Focus will be placed placed on the understanding, the mechanics, and the conventions of writing English for basic typical writing skills needed for traditional daily social and professional situations. The course content includes writing letters, e-mails, applications, and short essays. Students will practice using writing skills through activities in various situations.

4. Lecturer   : Mr. Loni Berry
                          E-mail: lonzia.be@ssru.ac.th
5. Semester / Year Level of Students: Semester 1 / 2nd Year Students
6. Pre-Requisite (if any)   : None
7. Co-Requisite (if any)   : None
8. Learning Location   :Building 31 Suan Sunandha International School of Art (SISA),
                          Room: Minitheater 1, Suan Sunandha Rajabhat University
9. Late Date for Preparing and Revising this Course: -

Section 2. Aims and Objectives

1. Objectives of Course

   1.1 To provide students with the skills to use basic grammar to effectively communicate in writing in daily situations.

   1.2 To provide students with the concept and understanding of the use of English in both social and professional situations.

   1.3 To develop additional skills of daily communication by practicing reading comprehension and speaking English in various situations.

2. Objectives of Developing/Revising Course   -

   Outline needs revision to fit into students' major and emphasis of team work in a real life situation.

Section 3. Course Structure

1. **Course Outline**

The course is designed to develop an understanding and a skill set to write English more appropriately in both social and professional settings. The course content includes conversation and reading letters. E-mails and short essays. However, the focus will be on writing. Students will use various exercises that integrate speaking, reading and writing to develop the skills necessary for effective written communication for typical situations in daily life. This will be introduced through lectures, discussions, group projects, and self-study.

2. **Time Length per Semester** (Lecture-Hours / Practice-Hours / Self Study-Hours)

Lecture	Practice	Self -Study	Addition
3 hours per week	-	6 hours per week	upon student request

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

   3.1 Lecturer will be available every Wednesday from 9:00 to 16.00 at
        Suan Sunandha School of Art or an appointment can be made upon request.
   3.2 Lecturer can also be reached via e-mail for any short consultations:
        lonzia.be@ssru.ac.th

Section 4. Developing Students' Learning Outcomes

Learning Standard/Outcomes	Learning Activities	Learning Assessment
1. Ethics and Morals		
1.Honesty 2.Integrity 3.Responsibility 4.Punctuality 5.Tolerance 6.Confidence 7. Respect for others	1. Rules setting such as attending the class on time and regularly 2. Group discussion 3. Group work 4. Responsible for given tasks and be honest in working and examination	**1.** Evaluation of on time class attendance **2.** Evaluation of on time assigned tasks sending **3.** Evaluation of harmony in students group working
2. Knowledge		
1. Able to apply knowledge in appropriate writing skills for daily situations.	1. Explain and conclude ideas through teaching lecture/demonstrations. 2.Single and group assignment and discussion 3. Analytical studies 4. Academic assessments throughout the semester	1. Evaluation by behaviors, attention and class participation 2. Evaluation by group work 3. Evaluation by case study, questions, midterm examination and final examinations and assignments. 4. Pretest and post test

Learning Standard/Outcomes	Learning Activities	Learning Assessment
3. Cognitive Skills		
1. Can use cognitive and analytical skills to write clearly and effectively. 2. Can apply theoretical concepts to practical situations. 3. Can use English correctly to write effectively for daily situations.	1. Academic presentation. 2. Individual and group assignments. 3. Individual and group presentations.	1. Evaluation by behaviors, attention and class participation 2. Evaluation by group discussion 3. Evaluation by class practice 4. Evaluation by students' ideas conclusion, analysis including with in class evaluation
4. Interpersonal Skills and Responsibilities		
1. Relevant interpersonal skill and classmate 2. Skill of creation and maintenance of interpersonal relationship with colleagues and gain and loss people 3. Professional practice with self-responsibility and public responsibility based on moralities and ethics of mass communicators 4. Being an effective leader and follower in group situations. situations.	1. Explain and conclude ideas through lecture/demonstrations. 2. Group work assignments 3. Group presentations 4. Individual presentations	1. Evaluation by behaviors, attention and class participation 2. Self evaluation 3. Peer evaluation
5. Numerical Analysis, Communication and Information Technology Skills		
1. Effective communication skill which are listening, speaking, reading and writing skills 2. Computer skills, particularly Microsoft Word 3. Internet skills for research purposes	1. Self study by learning from websites. 2. Self study by using computer software. 3. In class feedback after oral presentations.	1. Evaluation by behaviors, attention and class participation 2. Evaluation by group discussion and presentation 3. Evaluation by quality of completed assignments.

Section 5. Lesson Plan and Assessment

1. **Lesson Plan**

Week	Topic/Outline	Hours	Learning Activities and Medias	Lecturer
1	- Course Orientation - Casual e-mails - Assessment Exam - Group project assignment	3	-Lecture/ demonstration -Questions and answers - Casual language	Mr. Loni Berry
2	- Group project presentations (casual e-mails)	3	-Vocabulary games - Asking for information -Questions and Answers	Mr. Loni Berry
3	- Group project presentations (casual e-mails) - E-mail at a university - Group project assignment (at a university)	3	-Vocabulary games -Sentence structure and patterns -Questions and Answers	Mr. Loni Berry
4	- Group project presentations (at a university) -	3	-Vocabulary games -Formal business letter -Questions and answers	Mr. Loni Berry
5	- Individual project assignment (at a university) - Review	3	- Vocabulary games - Role Play - Questions and answers	Mr. Loni Berry
6	**Midterm Examination Week**			
7	- Review mid-term exam - Letter to department store - Individual project assignments	3	- Vocabulary games - Lecture - Questions and answers	Mr. Loni Berry
8	- Individual project presentations (to a department store)	3	- Vocabulary games - Role play - Questions and answers	Mr. Loni Berry
9	- Individual project presentations (to a department store) - Job application and letter - Individual project assignments	3	- Vocabulary games - Role play - Questions and answers	Mr. Loni Berry
10	- Individual project presentation (job application and letter)	3	- Vocabulary games - Role play - Questions and answers	Mr. Loni Berry

11	- Individual project presentation (job application and letter) - Formal letter - Individual project assignment	3	- Vocabulary games - Role play - Questions and answers	Mr. Loni Berry
12	- Individual project presentation (formal letter)	3	- Vocabulary games - Role play - Questions and answers	Mr. Loni Berry
13	- Individual project presentation (formal letter) - Conflict / Resolution - Individual project assignment	3	- Vocabulary games - Role play - Questions and answers	Mr. Loni Berry
14	- Individual project presentation (conflict / resolution)	3	- Vocabulary games - Role play - Questions and answers	Mr. Loni Berry
15	- Individual project presentation (conflict / resolution)	3	- Vocabulary games - Role play - Questions and answers	Mr. Loni Berry
16	- Review	3	- Vocabulary games - Role play - Questions and answers	Mr. Loni Berry
17	**Final Examination**			
	Total Hours	45		

2. Learning Assessment Plan

Learning Outcomes	Assessment Activities	Time Schedule	Proportion of Assessment (%)
1. Ethics and Morals			
Honesty Integrity Responsibility Punctuality Tolerance Confidence Respect for others	Behaviors and Class Practical Participation	Every Week	Class Attendance 10%
2. Knowledge			
Able to apply knowledge in appropriate writing skills for daily situations.	Midterm Exam	Every Week	Presentations and Midterm Examination 40%

3. Cognitive Skills			
1.Can use cognitive and analytical skills to write clearly and effectively. 2.Can apply theoretical concepts to practical situations. 3.Can use English correctly to write effectively for daily	Case Study Analysis, Homework Assignment Guest speakers	week 1-11	
4. Interpersonal Skills and Responsibilities			
1.Relevant interpersonal skill and classmate 2. Skill of creation and maintenance of interpersonal relationship with colleagues and gain and loss people 3. Professional practice with self-responsibility and public responsibility based on moralities and ethics of mass communicators 4.Being an effective leader and follower in group situations. situations.	Class Participation, homework, group project, presentation, discussion	Every Week	Class Participation 10%

Learning Outcomes	Assessment Activities	Time Schedule	Proportion of Assessment (%)
5. Numerical Analysis, Communication and Information Technology Skills			
1.Effective communication skill which are listening, speaking, reading and writing skills 2.Computer skills, particularly Microsoft Word 3. Internet skills for research purposes	Group Presentation	Every week	Final Exam 40%

Section 6. Learning and Teaching Resources

Major books and documents

1. Academic Units created by Assoc. Prof. Loni Berry

2. Social media

3. Printed text

Section 7. Course Evaluation and Improvement

Strategies for Course Evaluation by Students
1.1 Interviews with students.
1.2 Observations of students' responses during class
1.3 Survey on lecturer evaluation

Strategies for Course Evaluation by Lecturer
1.1 Quality of Student Work
1.2 Exams

Feedback for Achievement Standards
1.1 Exams
1.2 Students' outcomes, group works' quality and single assignment the whole semester harmony consideration
1.3 Proper teaching management plan evaluation, teaching activities creation, giving assignments, evaluation and score assessment with subject description and program objectives
1.4 Cooperation with the next subject lecturer for previous subject evaluation

Section 8. Grading System

Marks (%)	Grade	Meaning	Value
86-100	A	Exceptional	4.00
82-85	A-	Excellent	3.75
78-81	B+	Very Good	3.50
74-77	B	Good	3.00
70-73	B-	Fairly Good	2.75
66-69	C+	Very Satisfactory	2.50
62-65	C	Satisfactory	2.00
58-61	C-	Fairly Satisfactory	1.75
54-57	D+	Poor	1.50
50-53	D	Fairly Poor	1.00
46-49	D-	Very Poor	0.75
0-45	F	Failure	0.00
-	I	Incomplete	-
-	W	Withdraw	-