

A NOTE ON THE COURSE

EN 321

ENGLISH IN OFFICE WORK

1. COURSE OUTLINE

This course aims to provide knowledge of business reading, especially the reading of various kinds of business-related materials such as job advertisements, company profiles, product description, timetables, memos, agendas and minutes, itinerary and complaints. A major focus of study is the understanding of reading materials that can be brought into use in the future career.

2. TIPS FOR STUDY

ENGLISH IN OFFICE WORK is a reading course that requires a lot of reading practice. Students are therefore encouraged to do the homework at the end of each chapter and check possible answers at the back of the text. Students who are unable to attend the class are urged to practice reading a lot. Useful reading materials for practice should be business oriented in order to be familiar with the vocabulary in the business field.

3. EVALUATION

A final examination of 100 marks will evaluate the students' reading ability in the various types of business correspondence. A "G" range is 80 – 100 marks, a "P" range is 60 – 79 marks, and an "F" range is from 0 – 59 marks.

A NOTE ON HOW TO USE A SELF-STUDY TEXT

1. THE ORGANIZATION OF CHAPTERS IN A SELF-STUDY TEXT

This text is divided into nine chapters, each of which deals with the different types of reading materials in the business area. It includes useful vocabulary in various text types as well as reading activities for comprehension.

2. GUIDE TO USING A SELF-STUDY TEXT

2.1 Do the pre-test and check the correct answers at the back of the text, in order to evaluate your knowledge of the subject before beginning the study.

2.2 Read each chapter carefully and do the exercises provided.

2.3 Check your answer against the answers provided at the back of the text. If your answers differ from those provided, reread the text and do the exercises again.

2.4 When you finish studying the whole text, do the post-test and check against the correct answer at the back of the book. Then, when this is completed, compare the results of the pre-test with that of the post-test to evaluate your understanding of the entire material.