

**ASSUMPTION UNIVERSITY
THEODORE MARIA SCHOOL OF ARTS
DEPARTMENT OF BUSINESS ENGLISH
COURSE OUTLINE 1/2025**

Course	:	EN 3293 English for Human Resources
Credits	:	3
Status	:	Major Elective
Prerequisite	:	BG 2000 English III
Lecturer	:	Dr. Archaree P. And A. Rutjanee
Sections	:	401-403

Course Description:

The development of communication and English language skills needed to perform in a variety of human resources (HR) situations including the enhancement of HR terminologies and phrases used in the international HR context.

Objectives:

Students will be able to:

1. define HR terms and jargons from the reading materials.
2. apply HR terms and jargons in discussions and written assignments.
3. summarize and discuss HR related topics they have read and listened to.
4. identify the basic elements of various types of typical HR texts and correspondence; write related texts in HR context.

Teaching – Learning Activities

1. Lecture
2. Small group discussion
3. Written assignments & Portfolio
4. Oral presentations
5. Special lectures

Requirements: 80% Attendance
(The maximum number of absences allowed is 6 periods.)

Mark Allocation:

Assignments/oral presentations and class participation.	50%
Midterm	20%
Final	30%
Total	100%

Important : The course does not rely solely on traditional, instructor-designed, paper – based exams for assessment. Instead, a portfolio-based, student-active approach is used wherein the student must demonstrate to the course instructor the extent to which he/she has achieved the course objectives.

Required text:

Complied handouts

Supplementary reading:

Pat Pledger. (2007). *English for Human Resources*. (Oxford Business English).

George Sanford (2011). *Cambridge English for Human Resources*

Grading System		
A	=	85-100 %
A-	=	82-84 %
B+	=	79-81 %
B	=	75-78 %
B-	=	72-74 %
C+	=	69-71 %
C	=	65-68 %
C-	=	62-64 %
D	=	50-61 %
F	=	0-49 %

Study Plan and Schedule

- Week 1:** Introduction and why is HR important?
- Week 2:** Unit 1: Recruitment + Assignment 1 (Write the job description)
- Week 3:** Unit 1: Recruitment + Assignment 2 (Write the advertisement including job description and person specification for your own company)
- Week 4:** Unit 2: Selection + Assignment 3(write a letter of invitation)
- Week 5:** Unit 2: Selection + Assignment 4 (Oral Interview a candidate (with partner))
- Week 6:** Unit 3 : Employee relations
- Week 7:** Unit 3: Employee relations: Assignment 5 Role-play discussion about ER policy

Midterm Examination: Check with AU spark

- Week 8:** Unit 4 : HR development and training development and strategy
- Week 9:** Unit 4 : HR development : Assignment 6 (Communicate appraisal report of your partner)
- Week 10:** Unit 5 : Reward management& remuneration

- Week 11:** Unit 5 : Reward management & remuneration : Assignment 8 (Role play by applying useful language to the situation)
- Week 12:** Unit 6: Industrial relations & Negotiation
- Week 13:** Oral presentations (Group project)
- Week 14:** Oral presentation + (Group project)
- Week 15:** Final exam revision

Final Examination: Check with AU Apark

Last day to withdraw with “W” is September 19, 2025.

Au VISION 2000

Assumption University of Thailand envisions itself as:

- an international community of scholars,
- enlivened by Christian inspiration,
- engaged in the pursuit of Truth and Knowledge,
- serving human society, especially through the creative use of interdisciplinary approaches and cyber technology.

ENVISIONING Au GRADUATES

Assumption University of Thailand envisions its graduates as:

- healthy and open-minded persons, characterized by personal integrity, an independent mind, and positive thinking,
- professionally competent, willing to exercise responsible leadership for economic progress in a just society,
- able to communicate effectively with people from other nations and to participate in globalization.

AU MISSION

Assumption University, an International Catholic University, is committed to be the light that leads learners and its stakeholders from all parts of the world towards wisdom, Truth, and Christian values and to discover “Treasure Within” themselves. Via effective teaching and research pedagogies of international standards as well as community engagement, the University aims to form individuals to be intellectually competent, morally sound, and spiritually enriching, accountable, righteous, and service-minded citizens, excelling in serving communities comprising of diverse cultures.

Au UNIQUENESS

“An International Catholic University”

Au IDENTITY

- Ethics
- English Proficiency
- Entrepreneurial Spirit

THEODORE MARIA SCHOOL OF ARTS
(<https://arts.au.edu/>)
VISION AND MISSION

Vision

An international community of business communicators in Thailand

Mission

Theodore Maria School of Arts will ensure that: the School will...

1. Enhance business language skills
2. Promote cultural awareness
3. Foster academic networking
4. Encourage ethical standards and practices

TAGLINE

เติมเต็มศิลป์ภาษาพัฒนาศาสตร์ธุรกิจ

Language Education, Business Inspiration

ARTS ORGANIZATIONAL CULTURE: More than faculty, we are family

- Open communication
- Mentoring system
- Dedication
- Caring
- Teamwork
- Commitment
- Resource sharing

Core Values

A = Adaptability

R = Responsibility

T = Togetherness

S = Sustainability

Core Competencies

Employability

Multiculturalism

Internationalization

Quality Assurance Process

Students should understand and apply the Quality Assurance Process in their study. The Plan-Do-Check-Act Cycle (PDCA) provides an easy but effective approach for problem solving and managing change, ensuring that ideas are appropriately tested before the full implementation. It can be used in all sorts of situations and can be clarified as follows:

Plan: Define the current problem, process, and issue and establish objectives and processes required to deliver the desired results.

Do: Implement the plans and new processes developed.

Check: Monitor and evaluate the implemented process by testing the results against the predetermined objectives.

Act: Apply actions necessary for improvement if the results require changes.

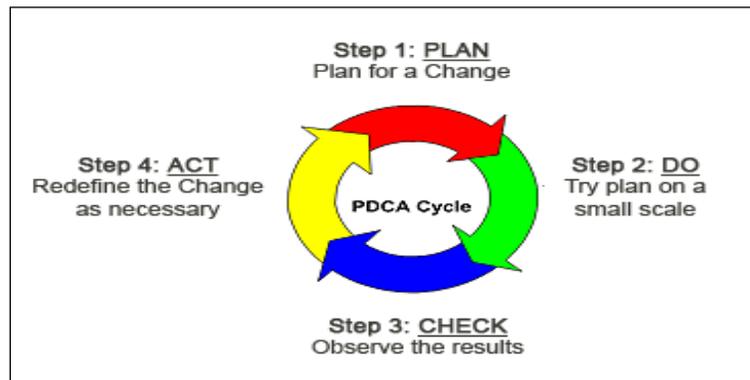


Figure 1: PDCA Cycle (<http://www.swopehealth.org>)

Plagiarism

Plagiarism is a serious academic offence, a serious breach of ethical conduct and is unacceptable student behavior. Students who plagiarize copying words or ideas without acknowledging the original writer of the words or ideas, will face disciplinary action. This will range from receiving an "F" in the subject to university suspension.