

**ASSUMPTION UNIVERSITY**  
**FACULTY OF ARTS**  
**DEPARTMENT OF ENGLISH FOR INTERNATIONAL BUSINESS**  
**COURSE OUTLINE 1/2026**

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Course : EN3293 English for Human Resources  
Credits : 3  
Status : Major Elective  
Prerequisite : ELE 1002 Communicative English II  
Lecturers : Dr. Hathaichanok K.  
Section(s) : 401

**Course Description:** The development of communication and English language skills needed to perform in a variety of people operation situations including the enhancement of terminologies and phrases used in the international people operation context.

**Objectives:** 1. Define basic HR terms and phrases used for job recruitment, office rules, and employee benefits.  
2. Use appropriate language and tone when dealing with basic employee requests and workplace issues.  
3. Use appropriate English to complete simple HR tasks

**Teaching-Learning Activities:**

1. Lecture
2. Group discussion
3. Presentation
4. Project

**Course Requirement :** 80% attendance (Maximum absence = 6 times)

**Mark Allocation**

<b>Examination</b>	<b>400</b>	
- Midterm Examination		150
- Final Examination		250
<b>Assignment</b>	<b>600</b>	
- Project and Presentation		400
- Assignment		150
- Attendance		50
<b>Total</b>		<b><u>1000</u></b>

**Grade Ranges:**

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%

**Textbooks/References:**

1. Online business article, company websites
2. Supplementary handouts

**Study Plan & Schedule:*****COURSE OUTLINE*****Week**

1. Course Overview
  2. Introduction to People Operations (HR)
  3. Reading & Writing Simple Job Advertisements
  4. Asking Interview Questions (The HR Side)
  5. Running a Role-Play Job Interview
  6. Welcoming New Staff (Onboarding)
  7. Explaining Company Rules & Benefits
  8. Giving Instructions for Simple Tasks
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**MID-TERM EXAMINATION****Date: August 10, 2026, Time : 15:00-17:00 (2 Hours)***\*\*Check and confirm the examination date and time with the registrar's notice again before examination period\*\**

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9. Organizing a Short Welcome Presentation
  10. Talking About Job Performance (Feedback)
  11. Handling Employee Absence & Sick Leave
  12. Talking About Staff Happiness & Benefits
  13. Writing a Simple Internal HR Announcement  
The Exit Interview (Saying Goodbye)
  14. Term Project Presentation  
Term Project Presentation
  15. Term Project Presentation  
Term Project Presentation
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**FINALEXAMINATION****Date: October 12, 2026 Time : 09:00-12:00 (3 Hours)***\*\*Check and confirm the examination date and time with the registrar's notice again before examination period\*\**

**September 18, 2026:** Last day to withdraw with "W" (students withdrawing after this date will be given "WF").

**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**

([www.arts.au.edu](http://www.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**

เติมเต็มศิลป์ภาษา พัฒนาศาสตร์ธุรกิจ

**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.

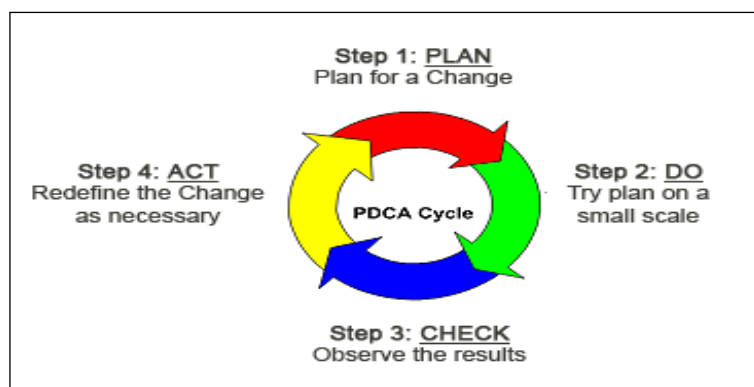


Figure 1: PDCA Cycle (<http://www.swopehealth.org>)

**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.