ASSUMPTION UNIVERSITY
THEODORE MARIA SCHOOL OF ARTS
DEPARTMENT OF
ENGLISH FOR INTERNATIONAL BUSINESS (EIB)
COURSE OUTLINE SEMESTER 2/2026

Course : EIB 2102 Grammar Fundamentals for Business

Credits : 3 (3-0-6)

Status : **Major Required Course**

Prerequisite : ELE1002 Communicative English II for 673xxxx onwards

Lecturers : Assoc. Prof. Dr. Sureepong P.

Course Description: This course is designed to review the rules of grammar necessary for professional contexts, identify common grammar errors and refine business writing styles.

Objectives: This course aims to enable students to:

1. Develop grammatical skills in professional context particularly in business
2. Explain grammatical functions/concepts essential for professional life
3. Identify common grammar errors and reinforce correct usage
4. Apply grammatical knowledge to refine business writing styles

Learning Outcomes: Students will be able to:

1. Develop grammatical skills in work context particularly in business
2. Identify different types of clauses and sentences in English
3. Create a business model, being aware of correct usage of English
4. Apply grammatical knowledge to refine business writing styles

Teaching-Learning Activities:

1. Lecture
2. Group Discussion
3. Class Participation
4. Assignments
5. Group Presentation

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

Mark Allocation:	Mid-term Examination		300 marks
	Final Examination		300 marks
	Assignments		300 marks
	Presentations		100 marks
		Total	**1,000 marks**

New Grade Ranges:

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

Textbooks/References:

1. Compiled handouts by Dr. Sureepong (to be provided)
2. Brieger N. and Sweeny S. Business Grammar and Practice. Collins.

Tentative Study Plan and Schedule

Week No.	Topic Unit and Learning Activity
1	Course Introduction Pretest
2	Imperatives
3	Passives
4	Conditionals: Negotiating
5	Other verb constructions; types of sentences Progress Test
6	Verb tenses: Discussing Modals: Emphasizing and softening
7	Verbs and objects Collocations
8	Revision for Midterm Examination
	MIDTERM EXAMINATION
9	Prepositions Conjunctions
10	Adjectives and adverbs
11	Linking words
12	Articles Quantifiers Developing an argument

13	Sentence types; Clauses
14	Current topics in Grammar for Professionals Presentation
15	Revision for Final Examination
	FINAL EXAM

February 19th, 2027. 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)
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.

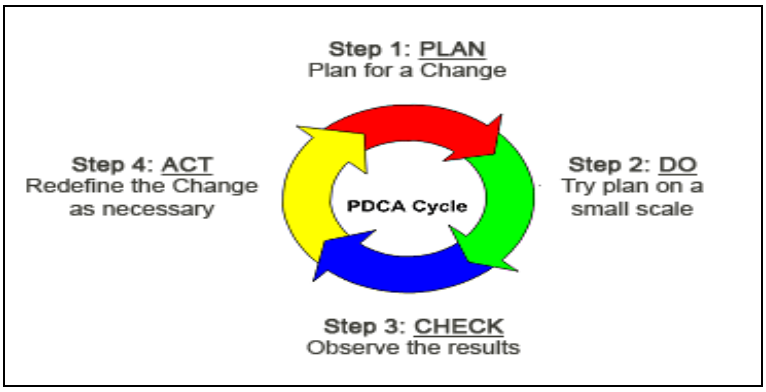


Figure 1: PDCA Cycle (http://www.swopehealth.org)

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.