ASSUMPTION UNIVERSITY
FACULTY OF ARTS
DEPARTMENT OF ENGLISH FOR INTERNATIONAL BUSINESS
COURSE OUTLINE 2/2026

Course : EIB3101 English for People Operations
Credits : 3
Status : Major Required
Prerequisite : ELE 2000 Academic English III
Lecturers : Dr. Hathaichanok K., A.Sirakan
Section(s) : 401-403

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

Examination	**400**	
- Midterm Examination		150
- Final Examination		250
Assignment	**600**	
- Project and Presentation		250
- Quiz		200
- Attendance and Participation		150
	Total	**1000**

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

MID-TERM EXAMINATION
Date: January 4, 2027, Time : 12:00-14:00 (2 Hours)
Check and confirm the examination date and time with the registrar's notice again before examination period

---

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

FINALEXAMINATION
Date: March 2, 2027 Time : 13:00-16:00 (3 Hours)
Check and confirm the examination date and time with the registrar's notice again before examination period

---

February 19, 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.

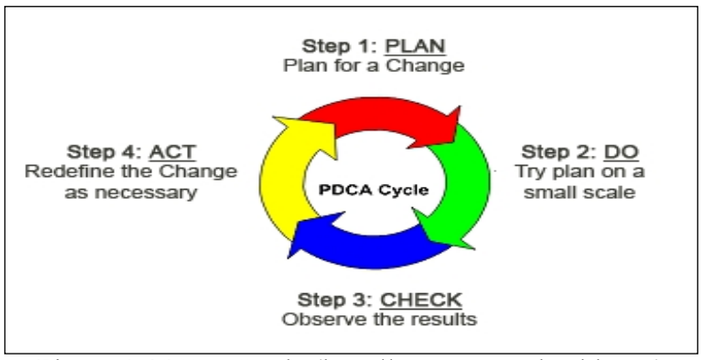


Figure 1: PDCA Cycle (http://www.swopehealth.org)

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.