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

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Course : EN4296 Advanced Listening and Note-Taking in Business
Credits : 3
Status : Major Requirement
Prerequisite : ELE 2001 Advanced Academic English
Lecturers : Dr. Rusma K. and A.Sirakan
Section(s) : 401- 403

**Course Description:** Advanced listening skills in a variety of business contexts such as business interviews, international news, and international business conferences.

**Objectives:** 1. Understand and take notes in different business contexts by using appropriate note-taking forms
2. Be aware of various types of spoken texts
3. Summarize written and spoken business-related texts
4. Write business articles reviews

**Teaching-Learning Activities:**

1. Lecture
2. Group discussion
3. Presentation
4. Report-assignment
5. Note-taking exercise with audio and VDO materials

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

**Mark Allocation**

| | | |
|---|---|---|
| **Examination** | **600** | |
| - Midterm Examination | | 200 |
| - Final Examination | | 400 |
| **Assignment** | **400** | |
| - Interview Project | | 100 |
| - Attendance | | 50 |
| - Quiz | | 250 |
| | **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. Video for exercises: **BBC, CNN & CNBC News and Interviews, YouTube**
2. Audio & reading exercises: **www.marketwatch.com, www.bbc.com, www.forbes.com. www.businessnewsdaily, times.com, fortune.com**
3. Supplementary handouts

**Study Plan & Schedule:**

***COURSE OUTLINE***

**Week**

1. Pre-test and Orientation.
2. Note-taking.
3. Forms of Note-taking
4. Precision Note-taking
5. Note-taking from Written and Listening Texts
6 Note-taking from Listening Texts
7. Vocabulary
8. Vocabulary in Context

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**MID-TERM EXAMINATION**
**Date: January 11, 2027 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. Reduced forms of English
10. Global English
11. Summarizing
12. Understanding Articles Genres
13. Business Article Review
14. Academic Article Review
15. Presentations

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**FINALEXAMINATION**
**Date: March 12, 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***

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**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.

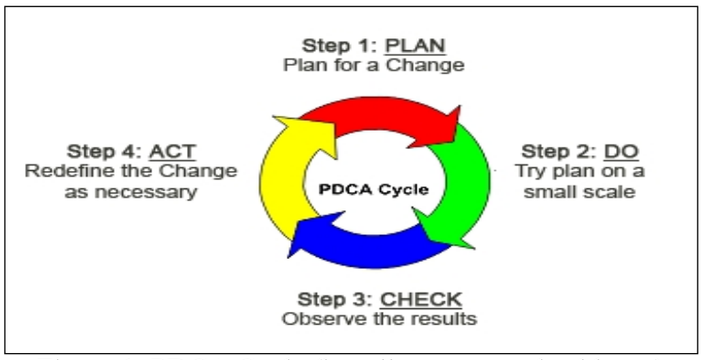



Figure 1: PDCA Cycle (http://www.swopehealth.org)

**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.