



Royal University of Phnom Penh

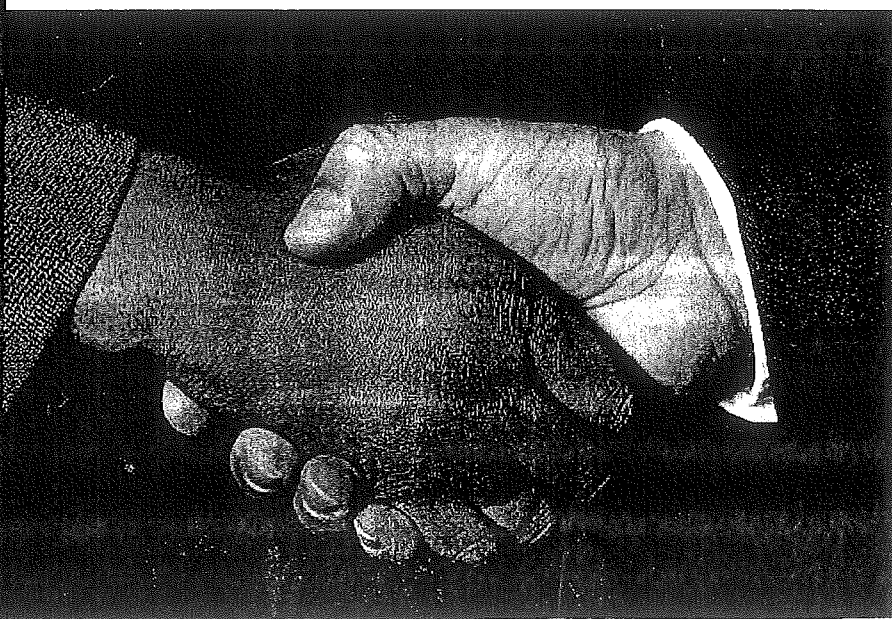
Department of Computer Science

Year 2, Semester 2



# English for Employment

FIFTH EDITION





# **Royal University of Phnom Penh**

## **English Language Support Unit**

### **Course Syllabus**

Course Title: English for Employment

Course Period: September – January

Course Time: 3:00 p.m. & 5:00 p.m.

Course Location: *Building A, Room 602*

Instructors: Sumana Bounchan

Email address: sbounchan11@gmail.com

Consultation Time: by making appointment

### **Course description**

English for Employment is an intellectual guide to some strategies of reading, writing, listening, and speaking skills. This course not only provides the students with significant occasions for practicing the language of a range of specific and general professional situation; such as listening to a job interview, writing formal and informal letters, practicing speaking, but also learning to plan ahead. Many activities also have been selected to help the students improve the language being studied to their own work experience. It is also attempted to build up students' English language proficiency in doing their research tasks and exploring relevant information to their major courses.

### **Course Learning Outcomes**

At the end of the course, students will be able to:

1. Learn about their strengths and weaknesses, self-esteem, value, who they are and how to tackle them effectively;
2. Broaden knowledge on type of career, entry level career and career opportunities, and planning their career path;
3. Learn about the organizational structure of public and private workplace in Cambodia;
4. Do job search in the area of their interest
5. Extend knowledge in talking on the phone on how to ask and give information in relation to job;
6. Complete the job application forms, write good and attractive CV and resume and cover letter;
7. Identify formal languages and informal languages in writing the letter;
8. Prepare and behave in the interview;

9. Improve their researching skills, presentation skills, writing skills, reading skills, listening and speaking skills;
10. How to be a good employee with a good ethic

## **Course Format**

- Lecture
- Group discussion
- Research
- Workshop
- Presentation
- Group and individual consultation

## **Textbook and Readings**

The English for Employment course is compiled from several books to focus on a core area of pre-employment experience. It is aimed to provide the upper-intermediate students with integrated skills; moreover, it gives the students the opportunity to demonstrate their abilities in using English language.

## **Instructors' responsibilities**

- Lecture on the subject matter
- Instruct on how to do the specific tasks
- Provide individual consultation on students' work and feedbacks on students' work
- Follow up and check on students' progress
- Provide assessments and feedbacks
- Report the final score to the program coordinator

## **Learners' Responsibilities**

- Come to class as required by the instructors and actively involved in class activities
- Work on given assessments and work
- Do research on given topic and material for supporting evidences
- Work independently on their research topic
- Work in group on the assigned tasks
- Give presentation about their step by step tasks
- Submit final product of Cover Letter, Resume, and prepare for the mock interview
- Responsible for their own attendance

## **Course pre-requisites**

Students have to be in Upper-Intermediate level to be admitted into the course.

## **Course Assessment and Grading**

1. Final exam grade: 10%
2. Class grade: 90%
  - a. Projects, & oral presentations: 60%
  - b. Quizzes & homework: 15%
  - c. Attendance and class participation: 15%

## **Course Assessment Description**

1. **Final exam:** It is the mock interview grade in which students have to prepare Cover Letter, Resume relevant to their job of interest submit to instructors and experience how it is like to be interviewed.
2. **Project 1:** Career presentation in which students are required to do research on one given career and prepare a short presentation on that.
3. **Project 2:** students are sent out to different working place to obtain the organizational structure of that work place and prepare a short presentation on that.
4. **Project 3:** students are required to search for a job announcement of their interest by reading through recruitment workplace, job title, qualifications, responsibilities, application documents, closing date, contact person, contact office and address, and bring it to class to show to instructors.
5. **Project 4:** prepare a resume to answer the job ad. the students have found.
6. **Project 5:** students are required to write their own autobiography
7. **Project 6:** prepare a cover letter to answer the job ad. the students have found.
8. **Project 7:** Special project – different groups are assigned to work on different tasks relating to Job Ad., Resume, Cover Letter, and Interview and prepare to give presentation on the assigned tasks.
9. **Final project:** resubmit Resume, Cover Letter, and prepare for the mock interview
10. **Quizzes & homework:** their the mini quizzes given to check on students learning of each unit

## **Course Evaluation**

Close to the end of the semester, students are asked to evaluate the course and the teacher for the purpose of making the course more helpful and effective for students learning and equipping well with researching skills.

For all quizzes and projects are evaluated via 10point based

## **Plagiarism and Cheating Policy**

Students are expected to produce their own writing and paper works based their learned skills. Plagiarism is not tolerated. If they are found taking someone's work to be their own or without

acknowledging the sources, this would be result in mark deduction on invalidation of their work if the serious matter occurs.

### Academic Accommodation

If there is any dissatisfaction of the workloads or having any conflict with any policies or individual, students can raise their concerns to Student Record Coordinator or Program Coordinator of the English Language Support Unit.

### WEEKLY UNIT OUTLINE

Class Date	Unit & Assigned Reading	Other
Week 1	Orientation & Understanding Yourself – Unit 2	Personality test
Week 2	Career Focus – Unit 3	
Week 3	Individual Presentations	Career Presentation
Week 4	Organizational terminology & Structures – Unit 4	Organizational Structure Research
Week 5	Group Presentations	Presentation on Organizational Structure
Week 6	Job Announcements – Unit 5	Presentation on Job Ad.
Week 7	Talking on the Phone – Unit 6	
Week 8	CV or Résumé – Unit 7 <i>Group presentations</i>	Presentation on CV or Résumé
Week 9	Application Forms – Unit 8	<b><i>Collect Resumes</i></b>
Week 10	Biography & Autobiography – Unit 9	
Week 11	Letter – Unit 10	<b><i>Return back CVs</i></b>
Week 12	Cover Letter – Unit 11	Presentation on Cover Letter Assignment-Cover Letter
Week 13	Interview – Unit 12	<b><i>Collect Cover Letters</i></b>
Week 14	Interview...cont.	Prepare for a Job Interview
Week 15	Career Ethics – Unit 13	<b><i>Return back Cover Letters</i></b>
Week 16	<b><i>Mock Interview Week</i></b>	
Week 17	<b><i>Mock Interview Week</i></b>	

*This Unit Outline is subjected to change*

## PREFACE

'English for Employment' is an intellectual guide to some strategies of reading, writing, listening, and speaking skills. This course not only provides the students with significant occasions for practicing the language of a range of specific and general professional situation; such as listening to a job interview, writing formal and informal letters, practicing speaking, but also learning to plan ahead. Many activities also have been selected to help the students improve the language being studied to their own work experience. It is also attempted to build up students' English language proficiency in doing their research tasks and exploring relevant information to their major courses.

The English for Employment course is compiled from several books to focus on a core area of pre-employment experience. It is aimed to provide the upper-intermediate students with integrated skills; moreover, it gives the students the opportunity to demonstrate their abilities in using English language.

We hope many of you will enjoy this edition of the book.

Teachers of English for Employment

ENGLISH LANGUAGE SUPPORT UNIT





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