

# ENGLISH FOR CAREER ONLINE COURSE

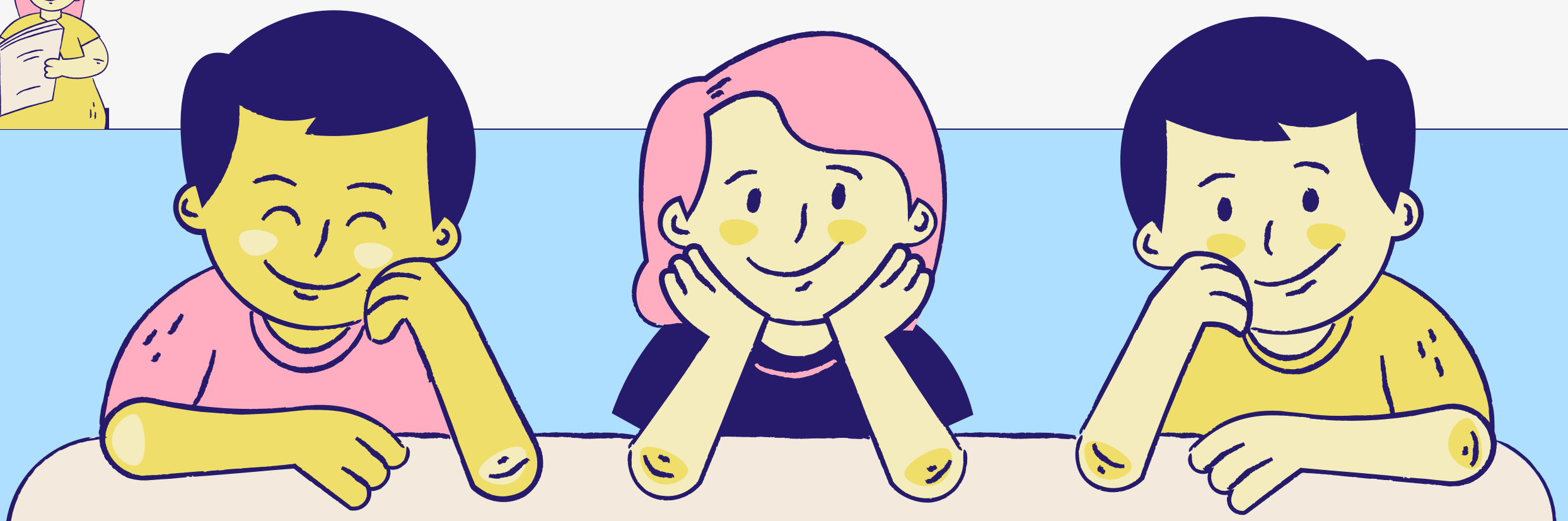
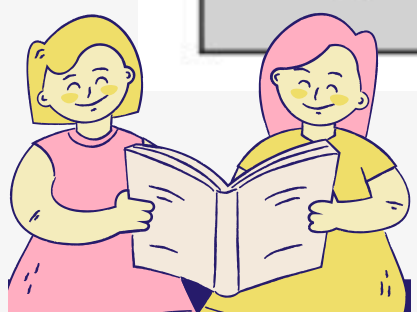
FOR 4TH-YEAR STUDENTS

## COURSE DETAILS

- Duration : 32 hours
- Schedule : Three times a week (every Monday, Wednesday, and Friday)
- 2 hours per session
- Class Time: 17:00 - 19:00
- Mode of Learning: Online (Zoom/Google/Meet/MS Teams)
- Start Date: 21 April - 26 May 2025

English for Career Online Course Schedule

Session	Date	Time	Topic and description
1	Monday, 21 April 2025	17:00 - 19:00	<b>Module 1: Professional Communication (Sessions 1-4)</b> <ul style="list-style-type: none"> <li>• Introducing yourself and networking in English</li> <li>• Engaging in professional small talk</li> <li>• Handling workplace conversations</li> <li>• Active listening and responding professionally</li> </ul>
2	Wednesday, 23 April 2025	17:00 - 19:00	
3	Friday, 25 April 2025	17:00 - 19:00	
4	Monday, 28 April 2025	17:00 - 19:00	
5	Wednesday, 30 April 2025	17:00 - 19:00	<b>Module 2: Business Writing (Sessions 5-8)</b> <ul style="list-style-type: none"> <li>• Writing effective emails and reports</li> <li>• Crafting persuasive proposals and cover letters</li> <li>• Structuring professional documents</li> <li>• Proofreading and editing for clarity</li> </ul>
6	Friday, 02 May 2025	17:00 - 19:00	
7	Monday, 05 May 2025	17:00 - 19:00	
8	Wednesday, 07 May 2025	17:00 - 19:00	
9	Friday, 09 May 2025	17:00 - 19:00	<b>Module 3: Meetings and Negotiations (Sessions 9-12)</b> <ul style="list-style-type: none"> <li>• Conducting and participating in meetings</li> <li>• Negotiation strategies and techniques</li> <li>• Conflict resolution in professional settings</li> <li>• Cross-cultural communication in business</li> </ul>
10	Monday, 12 May 2025	17:00 - 19:00	
11	Wednesday, 14 May 2025	17:00 - 19:00	
12	Friday, 16 May 2025	17:00 - 19:00	
13	Monday, 19 May 2025	17:00 - 19:00	<b>Module 4: Presentations and Public Speaking (Sessions 13-16)</b> <ul style="list-style-type: none"> <li>• Structuring and delivering impactful presentations</li> <li>• Overcoming public speaking anxiety</li> <li>• Using visual aids effectively</li> <li>• Handling Q&amp;A sessions professionally</li> </ul>
14	Wednesday, 21 May 2025	17:00 - 19:00	
15	Friday, 23 May 2025	17:00 - 19:00	
16	Monday, 26 May 2025	17:00 - 19:00	



## Workplace communication - Business writing - Presentation skills



Scan here to register

Don't miss out! All 4th-year students from any faculty are welcome to join – no fees required!

**LIMITED SLOT!**



Contact us:  [contact.inter@su.ac.th](mailto:contact.inter@su.ac.th)

**\*\*Get a certificate when you attend all classes!**