

GENERAL EDUCATION, KMITL

COURSE SYLLABUS

Course Code	96644013	Course Title	English for Communicative Writing				
Total Credits	3 (3-0)	Semester / Year of Study	1/2026	Section	101	Date- Time	Thursdays 13.00-16.00
Course Description (English)	A study and effective practice in English communicative writing in various contexts, focusing on letters, reports, instructions, manuals, and a description of things, places, and events						
Course Coordinator	Dr. Tanassanee Jitpanich						
Course Instructor	Dr. Tanassanee Jitpanich						
Teaching Assistant (if any)	-						
Counselling Schedule	Group Chat on the Line Application Monday - Friday from 8:30 to 19:30			Teaching Language	☐ Thai ☒ English ☐ Others, please specify.....		
Website or Online Teaching Method (if any)	Microsoft Teams						
Course Learning Outcomes							
CLO-1: Students will be able to write texts effectively based on the principles of clear and concise writing for effective written communication. CLO-2: Students will be able to compose emails in English, demonstrating the appropriate pattern, language use, and writing style. CLO-3: Students will be able to compose letters in English, following the proper format suitable for the target audience and communicative purpose. CLO-4: Students will be able to compose progress reports in English, demonstrating the appropriate pattern, language use, and writing style. CLO-5: Students will be able to compose descriptions of places, events and people in English, demonstrating the appropriate pattern, language use, and writing style. CLO-6: Students will be able to analyze their strengths and improvement areas as writers based on various sources of feedback in order to revise and improve their texts.							

General Education Learning Outcome: GE-LO		
GE-LO		Value
☒ GE-LO-1 Analytical and Critical Thinking		11
☐ GE-LO-2 Complex Problem Solving		
☐ GE-LO-3 Creativity		
☒ GE-LO-4 Interpersonal Skills		1
☒ GE-LO-5 Integrity and Perseverance		1
☒ GE-LO-6 Active Learning and Learning Strategies		1
☐ GE-LO-7 Resilience, Stress Tolerance and Flexibility		
☐ GE-LO-8 Leadership and Social Influence		
☒ GE-LO-9 Communication		1
☐ GE-LO-10 Entrepreneurship and Startup		
☐ GE-LO-11 Digital Quotient Literacy and Digital Media Production		
Total Value		<u>15</u>

Teaching Plan and Evaluation Plan

Week	Topic/Sub-topic	Activities
1	Course introduction and ice-breaking session	Lecture and ice-breaking activities
2	Unit 1: Principles of professional business writing	Lecture, discussions and activities
3	Unit 1: Principles of professional business writing	Lecture, discussions and activities
4	Unit 2: Writing cover letters	Lecture, discussions and activities
5	Unit 2: Writing cover letters	Lecture, discussions and activities
6	Quiz 1: (Units 1-2)	Quiz
7	Unit 3: Writing emails providing information	Lecture and language exercises
8	Unit 3: Writing emails providing information	Lecture, discussions and activities
9	In-class assignment 1: Writing an email (Pair work) And peer-review activities	Collaborative writing activities
10	Unit 4: Writing progress reports	Lecture, discussions and activities
11	Unit 4: Writing progress reports	Lecture, discussions and activities
12	Unit 4: Writing progress reports	Lecture, discussions and activities
13	In-class assignment 2: Writing a progress report (Individual work) and peer-review activities	Peer-review activities and a quiz
14	Course wrap-up	Content review
15	Quiz 2: Units 3-4	Quiz

Evaluation Plan

Assessment Activities	Value	Score	Week of Evaluation	Notes
1. Attendance and punctuality	1	4	1 to 15	- Punctuality is strictly enforced; students must arrive no later than 13.10 . - Exceeding three absences will lead to a failing grade for the course . - Sick leaves will only be approved upon submission of a medical certificate from a hospital or a clinic.
2. Participation	1	4	1 to 15	
3. Quizzes	6	24	6 and 15	
4. Peer-review activities	2	8	9 and 13	
5. In-class writing assignments	5	20	9 and 13	- Assignment 1: Writing an email – Collaborative writing task - Assignment 2: Writing a progress report – Independent writing task
Total	15	60		

Evaluation criteria

☒ Group-based								
☐ Standard-based								
Grade	A	B+	B	C+	C	D+	D	F
Score (60 points)								
☐ Satisfactory/Unsatisfactory (S/U)								
Grade	S				U			
Score (60 points)	30-60				0-29.9			

Scoring criteria according to Assessment Plan

Assessment Activities	Learning Outcomes	Value	Level			
			4 (Excellent)	3 (Good)	2 (Fair)	1 (Poor)
1. Attendance and punctuality = 4	GE-LO 5	1	Students are always punctual, with <u>no more than two instances</u> of lateness.	Students are punctual, with <u>no more than three instances</u> of lateness.	Students are somewhat punctual, with <u>no more than five instances</u> of lateness.	Students are not punctual, with <u>more than six instances</u> of lateness.
2. Participation =4	GE-LO 6	1	Students <u>actively participate</u> in all classroom activities throughout the semester.	Students <u>participate in</u> all classroom activities throughout the semester.	Students <u>participate in</u> some classroom activities throughout the semester.	Students <u>participate in</u> only few classroom activities throughout the semester.
3. Quizzes = 24	GE-LO 1	6	Two quizzes = 100 points in total (50 points each) The raw score is converted to 24. Raw score x 24 ÷100			
4. Peer-review activities =8	GE-LO 1	1	<u>Feedback is specific, insightful, and constructive</u> , reflecting a deep understanding of both writing principles and the reviewed work.	Feedback is generally <u>constructive</u> , showing a solid understanding of writing principles, <u>though occasional specificity may be lacking</u> .	Feedback is <u>often general or vague</u> , lacking specificity or depth.	Feedback is <u>minimal, irrelevant, or absent</u> , and when provided, it lacks specificity, depth, and constructive value.
	GE-LO 4	1	Students <u>complete all the two peer-review sessions and collaborate effectively with peers</u> in both providing and receiving feedback.	Students <u>complete all the two peer-review sessions with minimal engagement</u> when collaborating with peers.	Students <u>complete only one peer-review session</u> , showing minimal engagement in collaborative work.	Students <u>fail to participate</u> in any of the peer-review sessions.

Assessment Activities	Learning Outcomes	Value	Level			
			4 (Excellent)	3 (Good)	2 (Fair)	1 (Poor)
5. In-class writing assignments =20	GE-LO 1	4	Students are able to <u>identify and include all of the key details</u> from the writing scenario in their texts.	Students are able to <u>identify and include the majority of the key details</u> from the writing scenario in their texts.	Students are able to <u>identify and include some of the key details</u> from the writing scenario in their texts.	Students <u>are unable to identify and include the key details</u> from the writing scenario in their texts.
	GE-LO 9	1	Students are capable of <u>using English to deliver clear and effective messages</u> based on the intended communicative purposes.	Students are capable of <u>using English to deliver somewhat clear and effective messages</u> based on the intended communicative purposes.	Students are capable of <u>using English to deliver messages</u> based on the communicative purposes. However, the <u>messages are not clear and effective.</u>	Students are <u>not capable of using English to deliver clear and effective messages</u> based on the intended communicative purposes.