

Class Schedule: LR243 (2/2566)

Content: Business English: Telephoning, Correspondence, Presentations

Week	Date	Content	Activity
1	20–24 November 2023		Installing of learning materials on personal laptops at reception desk, IT Center, 70-year building
2	27 November-1 December 2023	Telephoning (Unit 1-9)	1 st meeting
3	4-8 December 2023		2 nd meeting (หยุดอังคารที่ 5 ธ.ค.)
4	11-15 December 2023		3 rd meeting (หยุดจันทร์ที่ 11 ธ.ค.)
5	18-22 December 2023		4 th meeting ส่งรายชื่อสมาชิกในกลุ่ม (Group Project) ให้ผู้สอน
6	25-29 December 2023	QUIZ 1 Telephoning (Unit 1-9)	(หยุดศุกร์ที่ 29 ธ.ค.)
7	1-5 January 2024	Correspondence (Unit 1-4, 8)	5 th meeting (หยุดจันทร์ที่ 1 ม.ค.)
8	8-12 January 2024		6 th meeting (release of group project)
	15-21 January 2024	-	Midterm Examination Week
9	22-26 January 2024	Correspondence (Unit 8)	7 th meeting
10	29 January-2 February 2024	QUIZ 2: Correspondence (Unit 1,2,3,4,8)	
11	5-9 February 2024	Presentations (Unit 1-2)	8 th meeting
12	12-16 February 2024	Presentations (Unit 3-4)	9 th meeting (Project Consultation)
13	19-23 February 2024	Presentations (Unit 5,7)	10 th meeting (Project Consultation)
14	26 February-1 March 2024	Follow up group project	11 th meeting (Group Project submission) (หยุดจันทร์ที่ 26 ก.พ.)
15	4-8 March 2024	QUIZ 3: Presentations (Unit 1,2,3,4,5,7)	(SPEEXX exercises submission)

****The last day of Group Project submission is Sunday, 3 March 2024 before noon****

****The last day of SPEEXX exercises submission is Friday, 15 March 2024 before midnight****