



**College of
Hospitality Industry Management**

OBE5 Course Report

Course Code : MIB1301

Course Title : English Writing for Business

Credits : 3(3-0-6)

Semester /Academic Year : 1 / 2025

Students : Bachelor of Business Administration
Program in International Business (Bilingual Program)

Lecturer(s) : Dr. Nalin Simasathiansophon

College of Hospitality Industry Management

Suan Sunandha Rajabhat University

Course Report

Institution : Suan Sunandha Rajabhat University

Campus/Faculty/Department : College of Hospitality Industry Management

Section 1: General Information

1. Course Code and Title : MIB1301 English Writing for Business

2. Pre-requisite (if any) :

None

3. Faculty Member(s) Teaching the Course and Sections

Ms.Nalin Simasathiansophon

Sections: E06, E07

Room No. 3625

4. Semester and Academic Year

Semester 1 Academic Year 2025

5. Venue

College of Hospitality Industry Management

Section 2 : Actual Teaching Hours Compared with Teaching Hours Specified in the Teaching Plan

1. Number of actual teaching hours compared with the teaching plan

Topics	No. of teaching hours in the plan	No. of actual teaching hours	Reason(s) (in case the discrepancy is more than 25%)
English Writing for Business Overview	3 hours	3 hours	-
Functions and Types of International Business Documents	3 hours	3 hours	-
Business Writing Principles: Clarity, Conciseness, Courtesy in International Context	3 hours	3 hours	-
Business Letter Format and Structure for International Correspondence	3 hours	3 hours	-
Writing International Business Memos and Reports	3 hours	3 hours	-
International Business Proposals and Persuasive Writing	3 hours	3 hours	-
Electronic Business Correspondence: International Email Etiquette	3 hours	3 hours	-
Professional Email Writing: Various International Contexts	3 hours	3 hours	-
International Business Technical Terminology	3 hours	3 hours	-
Citation Methods: APA and MLA in Business Documents	3 hours	3 hours	-
Integrating Sources and References in Business Writing	3 hours	3 hours	-
Editing and Revising Business Documents	3 hours	3 hours	-
Professional Ethics and Cross-Cultural Communication in Business Writing	3 hours	3 hours	-
Portfolio Development and Reflection	3 hours	3 hours	-
Total	45	45	

2. Topics that couldn't be taught as planned

Topics that couldn't be taught (if any)	Significance of the topics that couldn't be taught	Compensation
None	None	None

3. Effectiveness of the teaching methods specified in the Course Specification

Learning Outcomes	Identify the result	Teaching methods specified in the course specification	Effectiveness (Use ✓)		Problems of the teaching method(s) (if any) and suggestions
			Yes	No	
CLO 1	<i>K</i>	- Flipped learning: pre-class reading on business document types - In-class: interactive lecture with document analysis, Group discussion	✓	-	Students needed to improve analysis skill. So, lecturer should assign more hands-on activity to practice.
CLO 2	<i>S, E</i>	- Flipped learning: pre-class reading on business writing principles - In-class: interactive lecture with document analysis, citation and referencing practice	✓	-	-
CLO 3	<i>S</i>	- Flipped learning: pre-class reading on business letter format - In-class: interactive lecture with business correspondence practice	✓	-	-
CLO 4	<i>C</i>	- Flipped learning: practice business writing - In-class: participate in activities and respond to the peer review	✓	-	Students don't like to speak in class. Thus, lecturer need to provide some rewards for student who participate and encourage those who doesn't like to participate.

4. Suggestions for Improving Teaching Methods

Group activities and discussion should be assigned to maximize students' analysis and intercommunication skill. Lecturer should provide more case based learning to encourage students to apply those skills with real situations.

Section 3 : Course Outcomes

1. Number of registered students : 76

2. Number of students at the end of semester : 76

3 Number of students who withdrew (W) : None

4. Grade distribution

Grade	No. of students	Percentage
A	13	17.10
A-	2	2.63
B+	5	6.57
B	4	5.26
B-	5	6.57
C ⁺	3	3.94
C	2	2.63
C-	8	10.52
D ⁺	11	14.47
D	5	6.57
D-	17	22.36
F	-	-
Incomplete (I)	1	1.31

5. Factors causing unusual distribution of grades (If any)

None

6. Discrepancies in the evaluation plan specified in the Course Specification

6.1 Discrepancy in evaluation time frame

Details of Discrepancy	Reasons
None	None

6.2 Discrepancy in evaluation methods

Details of Discrepancy	Reasons
None	None

7. Verification of students' achievements

Verification Method(s)	Verification Result(s)
1. Interview 2. Group discussion 3. Question & answer	1. Students liked to do a hands-on activity using active learning method. 2. Students were able to apply knowledge learnt in the classroom in their real life situation. 3. Students need to practice more on case based learning.

Section 4 : Problems and Impacts

1. Teaching and learning resources

Teaching Problems: None	Impacts on students' learning : None
Learning Resources Problems: Some students have problem when download some mobile application.	Impacts on students' learning : They need to spend more time on practicing after the class finish.

2. Administration and organization

Problems from administration None	Impacts on students' learning None
Problems from organization None	Impacts on students' learning None

Section 5 : Course Evaluation

1. Results of course evaluation by students

1.1 Important comments from evaluation by students

This course allows students to apply their knowledge learnt in the classroom with hands-on activities.

1.2 Faculty members' opinions on the comments in 1.1

Lecturer should assign more active learning techniques to encourage students applying their knowledge in the creative way.

2. Results of course evaluation by other evaluation methods

2.1 Important comments from evaluation by other evaluation methods

Students get more knowledge when applied hands-on activities

2.2 Faculty members' opinions on the comments in 2.1

It is a good activity that allows students to practice their skills.

Section 6 : Improvement Plan

1. Progress of teaching and learning improvement recommended in the previous Course Report

<p>Improvement plan proposed in Semester 3 Academic year 2024 - Apply hands-on activities</p>	<p>Results of the plan implementation (In case no action was taken nor completed, reasons must be provided). - Students like to do hands-on activities since it makes them more understand about the content.</p>
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2. Other improvements

None

3. Suggestions for improvement for Semester 2 Academic year 2025

Suggestions	Time Frame	Responsible person
A plan to apply more active learning activity.	Throughout semester	Dr. Nalin Simasathiansophon

4. Suggestions of faculty member(s) responsible for the course

None

Responsible Faculty Member/Coordinator: Aj.Nalin Simasathiansophon

Signature.....*Nalin*..... Submission Date 23 January 2026

Chairperson/Program Director:

Signature..... Receipt Date