

ภาษาอังกฤษ

ส ต า น ป ระ ก อ บ ก า ร

(English for the Workplace)



จิตรลดา นาคสู่สุข

90.-

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(English for the Workplace)

กลุ่มสมรรถนะภาษาและการสื่อสาร



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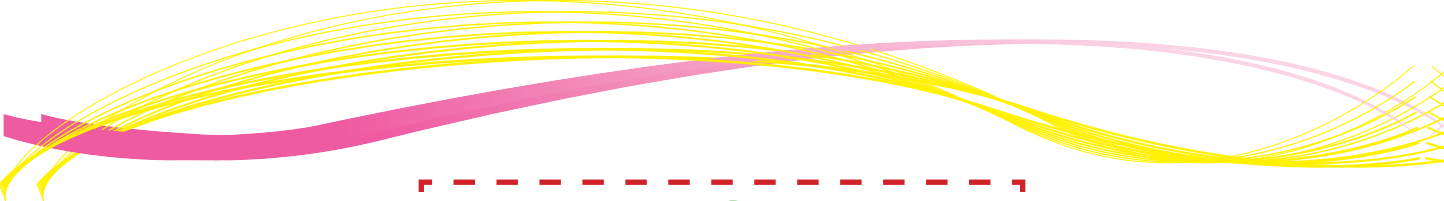
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วิชา ภาษาอังกฤษสถานประกอบการ (English for the Workplace)

Lesson Learning* Outcome	1 The Company Profile		2 The Company Organization		3 Job Description		4 Telephone Message & Appointment		5 Charts & Graph	
	Practice	Apply	Practice	Apply	Practice	Apply	Practice	Apply	Practice	Apply
Listening	1.2 1.3 1.6		2.4 2.5		3.5 3.6 3.7		4.1 4.3	4.4	5.6 5.7	5.5
Reading	1.1 1.2	1.4	2.1 2.3 2.7		3.2 3.4	3.3	4.2 4.6	4.8	5.3	5.1 5.6
Speaking	1.5	1.7 1.8	2.2 2.3	2.4	3.1 3.4	3.8	4.5 4.7 4.8	4.4	5.6	5.5 5.7
Writing	1.5 1.6	1.8	2.6	2.8		3.4	4.6	4.3 4.8	5.5	5.2 5.4
Learning	4 Hr/2 W		4 Hr/2 W		2 Hr/1 W		4 Hr/2 W		4 Hr/2 W	
Hour/Week										

* ผลลัพธ์การเรียนรู้ระดับหน่วย CEFR ระดับ B1

** Standard Reference The Common European Frame Work of Reference for Languages : CEFR Level B1

Lesson Learning* Outcome	6 Place an Order		7 Fill in the Form		8 Solve the Problem		9 The Agenda		10 Company Rules and Regulations	
	Practice	Apply	Practice	Apply	Practice	Apply	Practice	Apply	Practice	Apply
Listening	6.6	6.7	7.5	7.6	8.1 8.4	8.6	9.6	9.4	10.7	10.1 10.8
Reading	6.3 6.5	6.4	7.2 7.4 7.7		8.2 8.5	8.3	9.1 9.2 9.5		10.2 10.3	10.4 10.5
Speaking	6.1 6.6	6.7	7.1 7.3	7.6	8.1 8.4	8.6	9.6	9.4	10.7	10.1 10.8
Writing		6.2 6.4	7.1	7.7	8.6	8.7		9.3 9.8	10.6	
Learning	4 Hr/2 W		2 Hr/1 W		2 Hr/1 W		4 Hr/2 W		4 Hr/2 W	
Hour/Week										
Cmpetencies Evaluation										2 Hr/1 W
Total Learning Time										36 Hr/18 W



Preface

Wang Aksorn Co., Ltd. has published **The English for the Workplace** Handbook to be integrated and utilized as a supplementary learning and teaching resource. It is designed in alignment with the curricula of the Office of the Vocational Education Commission (OVEC), the Department of Learning Encouragement (DOLE), and Higher Education institutions, as well as for anyone interested in developing their knowledge and skills.

This handbook comprises comprehensive content, activity and work sheets, and parallel exercises. The primary objective is to elevate learners' capabilities by combining theoretical study with hands-on practice, thereby enhancing their skills, real-world experiences, and practical applications. The learning process deeply emphasizes moral values, ethics, professional codes of conduct, and good working habits to build the core competencies required by modern enterprises and the labor market.

The material within this handbook is up-to-date and perfectly in accordance with language education development plans, seamlessly aligning with the National Strategy and the National Education Plan. This ensures that learners successfully achieve the targeted learning standard: the Common European Framework of Reference for Language (CEFR) B1 level. Once have gone through all contexts, students will gain course competencies and learning outcomes at the course level.

Wang Aksorn Co., Ltd.



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Lesson 1

The Company Profile

Learning Outcome : ผลลัพธ์การเรียนรู้ระดับบทเรียน

สรุปข้อมูลจากประวัติบริษัท และแนะนำบริษัทเป็นภาษาอังกฤษได้ถูกต้อง

Competency : สมรรถนะประจำบทเรียน

1. แสดงความรู้เกี่ยวกับคำศัพท์ ประโยคและสำนวนภาษาอังกฤษเพื่อแนะนำข้อมูลบริษัท
2. ใช้ภาษาอังกฤษในการแนะนำข้อมูลบริษัท
3. ประยุกต์ใช้เทคโนโลยีดิจิทัลเพื่อพัฒนาทักษะการสื่อสารภาษาอังกฤษในการแนะนำบริษัท

Learning Objectives : จุดประสงค์การเรียนรู้

1. เข้าใจคำศัพท์ ประโยคและสำนวนภาษาอังกฤษ เกี่ยวกับข้อมูลประวัติบริษัท
2. มีทักษะการฟัง พูด อ่าน และเขียนภาษาอังกฤษเพื่อแนะนำข้อมูลประวัติบริษัท
3. มีเจตคติและกิจนิสัยที่ดี ตระหนักถึงความสำคัญ และเห็นประโยชน์ในการใช้ภาษาอังกฤษเพื่อแนะนำข้อมูลประวัติบริษัท
4. ประยุกต์ใช้ทักษะการสื่อสารภาษาอังกฤษในการแนะนำข้อมูลประวัติบริษัท

สแกนดู e-book
4 สี



1.1 Read and complete the phrases.



**Siam Toyota
Manufacturing Co., Ltd.**

Siam Toyota Manufacturing Co., Ltd. were established with a registered capital of 150 million baht on 6 July 1987 to produce gasoline and diesel engines for installation in locally assembled Toyota Hilux pickups as well as for export. STM's first plant in Latkrabang began operations to produce engines in 1989, and in 1994, opened the iron casting plant at Bangpakong. The Latkrabang plant was relocated to Bangpakong in 1997. Today, we have skilled 700 employees. We produce around 110,000 units annually with a sales revenue of 8,000 million baht.

- operation since
- manufacture
- a number of
- have annual production capacity
- minimum income

1. Siam Toyota Manufacturing Co., Ltd. _____ 6 July 1987.
2. We _____ gasoline and diesel engines.
3. Our new plant in Bangpakong _____ of 1,000 engines.
4. We have _____ skilled 700 employees working with us.
5. STM _____ is 8,000 million baht annually.

A company profile is a statement that describes important information about the business which aims to inform the audience about its. The normally profiles include : name of the company, contact information, location of its main establishments, name of the top executives, products and services offered and prices; sales data, financial data and operational data; along with other relevant business information that might be useful to the intended audience.

