

W1/W6
Pre-Writing (10 sessions)

Target group	Thais with at least a high-school certificate who wish to improve their writing skills but have problems composing good sentences, essays, or job-related writing with acceptable vocabulary
Objective	To be able to write <i>modern and correct</i> sentences
Course emphasis	For maximum understanding, the course is conducted in Thai. Each class consists of 60% theories and 40% practice. Students are assigned to write in class and submit an assignment every week.
Course description	<i>See the curriculum on the next page</i>
Instructors	KKQEC team of Thai instructors
Class limit	5-15 students
Place	Kasetsart University Conference Center
Fee	9,700 baht (VAT already included). A formal receipt will be given to you on the first day of class.
Refunding policy	There will be no refunding. If a student somehow cannot attend classes, he or she can request a permanent substitution for him or her.
Payment detail	Transfer the money to <i>Konthi Kulachol Quality English Consult, UOB Bank savings account number 098-2-23728-1</i> (Pahonyothin Soi 19 branch) and then fax your transfer slip with your application form to 0-2513-7244 or email the scanned documents to konthi@gmail.com .
Further enquiry	Call Konthi at 089-449-8085 or email your questions to konthi@gmail.com

Curriculum

Pre-Writing

Practical tense review

Modals (can, could, must, may, etc.)

Conditionals and 'wish'

Passive voice

Reported speech

Questions and auxiliary verbs

-ing and infinitive

Articles and nouns

Pronouns and determiners

Relative clauses

Adjectives and adverbs

Conjunctions and prepositions

English as it is used today

Sentences, phrases, clauses

Email primers & exercises

W2
Writing I (7 sessions)

Target group	Those that wish to improve their writing skills and can already write fairly good sentences
Objective	To be able to write <i>modern, clear,</i> and <i>correct</i> sentences
Course emphasis	The emphasis is on tying ideas together into effective sentences and critical thinking for writing well. For maximum understanding, the course is conducted in Thai. Each class consists of 60% theories and 40% practice. Students are assigned to write in class and submit an assignment every week. <u>A precursor to Writing II and III, this course is opened only once in 2012.</u>
Course description	<i>(Please refer to the attached Writing I, II, III, IV curricula)</i>
Instructor	Mr. Konhi Kulachol
Class limit	5-15 students
Place	Kasetsart University Conference Center
Fee	9,300 baht (VAT already included). A formal receipt will be given to you on the first day of class.
Refunding policy	There will be no refunding. If a student somehow cannot attend classes, he or she can request a permanent substitution for him or her.
Placement test	An email placement test is required for enrolling in Writing I. Call Konhi for details.
Payment detail	<u>After</u> the placement test, transfer the money to <i>Konhi Kulachol Quality English Consult, UOB Bank savings account number 098-2-23728-1</i> (Pahonyothin Soi 19 branch) and then fax your transfer slip <u>with your application form</u> to 0-2513-7244 or email the scanned documents to konhi@gmail.com .
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W3/W4
Writing II (7 sessions)

Target group	Those that wish to improve their writing skills and can already write fairly good sentences
Objective	To be able to write modern, clear, concise, and correct sentences at up to the upper-intermediate skill level
Course emphasis	Writing II is a continuation of Writing I, with an emphasis on critical thinking for writing well, word choice, and tones. For maximum understanding, the course will be conducted in Thai. Each class consists of 60% theories and 40% practice. Students are assigned to write in class and submit an assignment every week.
Course description	<i>(Please refer to the attached Writing I, II, III, IV curricula)</i>
Instructor	Mr. Konthi Kulachol
Class limit	5-15 students
Place	Kasetsart University Conference Center
Fee	9,000 baht (VAT already included). A formal receipt will be given to you on the first day of class.
Refunding policy	There will be no refunding. If a student somehow cannot attend classes, he or she can request a permanent substitution for him or her.
Payment detail	Transfer the money to <i>Konthi Kulachol Quality English Consult, UOB Bank savings account number 098-2-23728-1</i> (Pahonyothin Soi 19 branch) and then fax your transfer slip <u>with your application form</u> to 0-2513-7244 or email the scanned documents to konthi@gmail.com .
Further enquiry	Call Konthi at 089-449-8085 or email your questions to konthi@gmail.com
Prerequisite	<i>Writing I</i> (preferred)

W5
Writing III (7 sessions)

Target group	Thais that can already write good sentences and wish to improve further as a writer and an editor
Objective	To be able to write and edit professionally with minimal outside help
Course emphasis	The emphasis is on learning advanced and diverse ideas about writing from several experts and applying these ideas to their own writing and editing of others' work. Theories account for 25%, with the rest of the workshop devoted to writing on students' own. Most writing samples come from students' own workplaces. Students are also assigned to edit in class, share critiques, and submit an editing assignment every week. <u>This one-of-a-kind workshop is opened only once in 2012.</u>
Course description	<i>(Please refer to the attached Writing I, II, III, IV curricula)</i>
Instructor	Mr. Konthi Kulachol
Class limit	5-10 students
Place	Kasetsart University Conference Center
Fee	11,000 baht (VAT already included). A formal receipt will be given to you on the first day of class.
Refunding policy	There will be no refunding. If a student somehow cannot attend classes, he or she can request a permanent substitution for him or her.
Payment detail	Transfer the money to <i>Konthi Kulachol Quality English Consult, UOB Bank savings account number 098-2-23728-1</i> (Pahonyothin Soi 19 branch) and then fax your transfer slip <u>with your application form</u> to 0-2513-7244 or email the scanned documents to konthi@gmail.com .
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Prerequisite	<i>Writing II</i>

Revised Writing Series Curricula
Writing I - IV

Writing I	Writing II	Writing III	Writing IV (Call for details)	
Myths about Business writing	Achieving sentence flow	Writing to inform, evaluate, motivate, and persuade	Core principles of the language of success	
English as it is used	Compound adjectives	Sentence emphasis	Selected principles of tone	
Effective use of dictionary	Four languages that don't work	Enlivening your writing	Principles of persuasion	
Elementary sentence patterns, parts of speech	Ambiguity, meaning not clear	Adding rhythm to your writing	News releases	
Sentence beginning & sentence variety	Misplaced modifiers	More usage & style tips	Articles & advertorials	
Topic sentence & paragraphs	Cleaning up preposition clutters	Advanced sentence patterns	Speeches & remarks	
Principles of composition	Reducing nominalizations	How I write, translate, and edit English (<i>professional tips</i>)	How I write, translate, and edit English (<i>professional tips</i>)	
Reduction of relative clauses; Preposition + which/whom/who	Reducing 'and', 'there is/are', 'verb to be', and 'which/that'	Vogue words (Gobbledegooks)		
Tips on punctuation	Confused sentences			
Appositives, adj. phrases	Intermediate sentence patterns			
Participial phrases & participle clauses	Principles of tone			
How to say it on paper, periodic structure	Tactful writing tips			
Guide to writing titles				
Principles of organization and format				
Principles of punctuation, capitalization & spelling	Usage & style tips			Plain English workshop
Email writing principles & tips for successful emails	Reading of writing principles and tips			Reading of writing principles and tips
<ul style="list-style-type: none"> Common writing mistakes Restatement exercises 	<ul style="list-style-type: none"> Common writing mistakes More restatement exercises 			Common writing mistakes

V2

Business Vocabulary I, II (10 sessions)

Target group	Writers and translators seeking to improve their range of vocabulary
Objective	To be able to apply a larger working vocabulary and distinguish between formal, informal, and corporate vocabulary in order to express themselves correctly, clearly, and concisely fitting business situations and translation contexts, and to translate Thai prose into English effectively (as opposed to verbatim translation)
Course emphasis	This workshop course consists of 60% lectures and 40% practical exercises
Course description	Synonyms and shades of meaning; connotations & collocations; corporate & business vocabulary; words of the same groups/contexts; word roots, prefixes, suffixes; subtle differences between Thai prose and English prose. <u>This course is opened only once in 2012.</u>
Instructor	Mr. Konthi Kulachol
Class limit	5-15 students
Place	Kasetsart University Conference Center
Fee	11,500 baht (VAT already included). A formal receipt will be given to you on the first day of class.
Refunding policy	There will be no refunding. If a student somehow cannot attend classes, he or she can request a permanent substitution for him or her.
Payment detail	Transfer the money to <i>Konthi Kulachol Quality English Consult, UOB Bank savings account number 098-2-23728-1</i> (Pahonyothin Soi 19 branch) and then fax your transfer slip <u>with your application form</u> to 0-2513-7244 or email the scanned documents to konthi@gmail.com .
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C1/C4, C2/C5, C3/C6
Business Conversation Series
(Remedial, Basic, Intermediate) (8 sessions each)

Target group	Business personnel seeking to improve verbal communication
Objective	To boost confidence in verbal communication from the very beginning (remedial level), basic level, and intermediate level enough to converse effectively with foreigners and to participate in business meetings and presentations
Course emphasis	The emphasis on getting students to actually speak in business contexts and participate in activities to familiarize themselves with business circumstances.
Course description	Commercial business conversation textbooks (e.g., Oxford, Macmillan) form the basis for these courses
Instructors	KKQEC team of Thai instructors
Class limit	5-10 students
Place	Kasetsart University Conference Center
Fee	<ul style="list-style-type: none"> • 6,900 baht for Remedial Business Conversation • 8,000 baht for Basic Business Conversation • 8,500 baht for Intermediate Business Conversation <p>These fees include VAT. A formal receipt will be given to you on the first day of class.</p>
Refunding policy	There will be no refunding. If a student somehow cannot attend classes, he or she can request a permanent substitution for him or her.
Placement interview	A placement interview (by phone) decides the exact course a student should start enrolling in. (Intermediate Business Conversation's prerequisite is Basic Business Conversation.)
Payment detail	<i>After</i> the placement interview, transfer the money to <i>Konthi Kulachol Quality English Consult, UOB Bank savings account number 098-2-23728-1</i> (Pahonyothin Soi 19 branch) and then fax your transfer slip <u>with your application form</u> to 0-2513-7244 or email the scanned documents to konthi@gmail.com .
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C7

Business Meetings & Presentation (8 sessions)

Target group	Those that are confident and more advanced in business conversation skills at a level equivalent to Intermediate Business Conversation
Objective	To boost confidence for attending meetings more effectively, properly discussing ideas, arguing, asking questions, possibly leading meetings, and formally presenting their views and business reports impressively
Course emphasis	The course is 30% theories and 70% practice. Role playing and actual presentations are critiqued by experts and fellow students (which is vital to this course). For the sake of efficiency, English will be predominantly spoken in this course, which is <u>opened only once in 2012</u> .
Course description	Roles of the meeting leader and participants, phrases and sentences commonly used, meeting etiquettes, modern presentation techniques, and simulation practices
Instructors	KKQEC team of Thai instructors
Class limit	5-10 students
Place	Kasetsart University Conference Center
Fee	9,900 baht (VAT already included). A formal receipt will be given to you on the first day of class.
Refunding policy	There will be no refunding. If a student somehow cannot attend classes, he or she can request a permanent substitution for him or her.
Payment detail	Transfer the money to <i>Konthi Kulachol Quality English Consult, UOB Bank savings account number 098-2-23728-1</i> (Pahonyothin Soi 19 branch) and then fax your transfer slip <u>with your application form</u> to 0-2513-7244 or email the scanned documents to konthi@gmail.com .
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W7

Effective Technical Report Writing (Intensive 2-day course)

Target group	Technical professionals needing to write effective technical reports on the job
Objectives	<ul style="list-style-type: none"> • Provide samples and practice in writing different types of technical reports that are clear, effective, relevant, coherent and concise. • Help participants write reports more rapidly and accurately. • Review the critical thinking process required to write effective technical reports. • Train participants to edit their own reports to make them clearer and more effective. • Improve the fluency and accuracy of participants' use of critical written language functions.
Course outline	<ul style="list-style-type: none"> • Steps in the technical writing process from analyzing the writing situation to writing the final draft. • Technical report editing best practices • Types of technical reports • Technical report writing principles
Instructor	US-based Jim Kreuze, a technical writer and consultant for Chevron Thailand. Mr. Kreuze has conducted many technical writing courses in Thailand and the Middle East.
Class limit	5-15 students. There are two sessions to choose from (March or May).
Place	Kasetsart University Conference Center
Fee	11,500 baht (VAT included). A formal receipt will be given to you on the first day of class.
Refunding policy	There will be no refunding. If a student somehow cannot attend classes, he or she can request a permanent substitution for him or her.
Payment detail	Transfer the money to <i>Konhi Kulachol Quality English Consult, UOB Bank savings account number 098-2-23728-1</i> (Pahonyothin Soi 19 branch) and then fax your transfer slip <u>with your application form</u> to 0-2513-7244 or email the scanned documents to konhi@gmail.com .
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