Basic English Video-Based Training for AU Staff

TOPICS:
1. Welcoming guests
2. Receiving calls
3. Writing a memo
4. Pronunciation of necessary office terms

MEMO

Benefits:

- Video can be used straight to staffs' computers or phones wherever they are.
- Video allows information to be shared quickly and is very cost-effective.
- Videos can help staffs visualize how something may work, show information that's difficult to explain, and engages them through sight and sound, which can be more enjoyable and memorable.

This video-based training program is aimed to train the staffs of the following offices basic English phrases and expressions to be used in various situations both in speaking and writing skills.

- Human Resource Management
- Office of the University Registrar
- Office of Financial Management
- University Library
- OPPQA

Librarian

Steps to Do to Launch the Training Videos
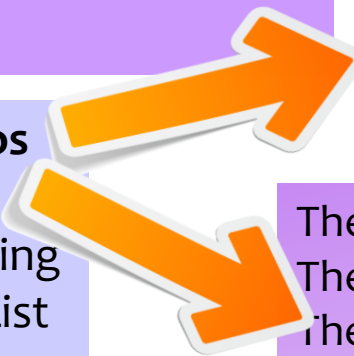
Step 1. Define a Goal
Step 2. Choose the Format of Video Training
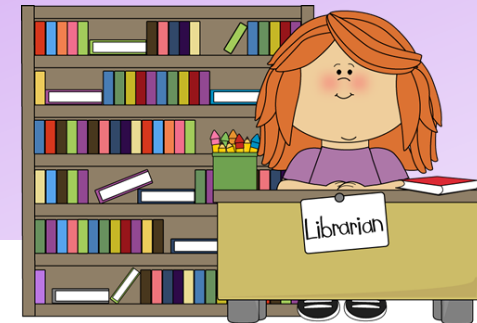Step 3. Write a Script and Create a Shot List
Step 4. Choose a Shooting Location
Step 5. Record and Edit the Training Videos
Step 6. Upload the Videos to AU's website

The formats of this video-based training are presenter and role-play .
The script is prepared by Business English lecturers.
The shooting location is at CA Studio Building.
The CA staffs help record and edit the videos.
The videos are uploaded with the assistance from the IT office.

At CA Studio Building

THEODORE MARIA
SCHOOL of ARTS

Test

Google docs
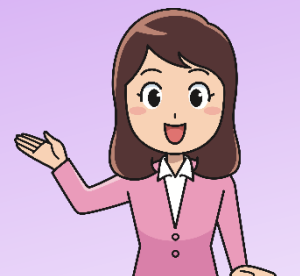
Test

I would like to _____ English 2 this 1 คะแนน
semester.

- regist
- register
- registrar
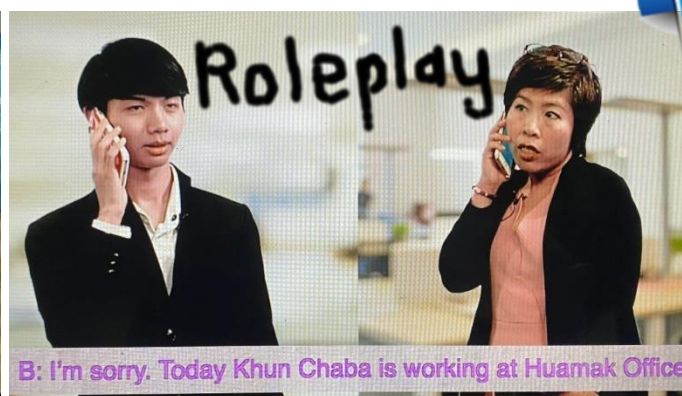- registration

Let's Just Speak

English

Dial

A: No, not at all. But, first you need to fill in this petition form.

Roleplay

B: I'm sorry. Today Khun Chaba is working at Huamak Office.

Result

80%