

## APPENDIX A

### Factors affecting the communication strategies of Thai Professional: A case of negative message

Dear  
MA (English for Careers) friends,

The title you see above may flash your memory back to either the CR610 Written Business Communication class or the comprehensive examination (if you have already taken one).

Whether you have made excellence use of your knowledge gained from the class with your present work, have you ever wondered if Ajarn Thanom or Ajarn Supong will retain their decision in granting you the nice score in your exam paper?

This questionnaire and situational writing will help resolve that question in your mind. This is a part of the independent study project which aims to find out how well you write and what strategies you adopt in writing.

Simply fill out this questionnaire and complete the situational writing task and return it to me at [atiponj@gmail.com](mailto:atiponj@gmail.com) and you will receive a brief comment of how well you write your negative message.

Sincerely,

Atipon Jirantorn  
MA (English for Careers)  
Class 8  
4821030626

#### Part I: Please fill out information as applied to you.

##### 1. Personal Information

Gender:  Male  Female

Age: .....

Occupation:  Government/State enterprise staff  
 Private company staff  
 Self employed  
 Unemployed

##### 2. Educational Information

TU-GET Score: .....

Years of English education (formal and non-formal): .....

##### 3. English Environment (work related and non-work related)

*Please identify time in the increment of 0.5 hour. (e.g. 0.5, 1, 1.5, or 2.0)*

How many hours per day do you speak in English? ..... hour/day

How many hours per day do you listen to English? ..... hour/day  
How many hours per day do you read in English? ..... hour/day  
How many hours per day do you write in English? ..... hour/day

#### **4. Knowledge Application (as in letters and emails)**

Do you write business correspondence for work in English?  Yes  No

If yes, how many piece of correspondence do you write per day? .....

If yes, how many hours per day do you spend on writing correspondence? .....

**Part II: Please write a letter in response to the situation given.**

You are invited to be a committee member to organize the LITU MA Open House 2008. The event will require at least four hours of your three weekends in January 2008 to meet the instructors and other members and plan the event. Please write a negative message response to this invitation.

### **Additional questions related to the production of this negative message.**

In your attempt to write this negative letter:-

Did you consult the writing style with the text book?

Yes  No

Did you consult with an English native speaker?

Yes  No

Did you consult with a non-English native speaker?

Yes  No

Did you check spelling with dictionary?

Yes  No

Did you ask an English native speaker to edit your letter?

Yes  No

Did you ask a non-English native speaker to edit your letter?

Yes  No

Thank you very much for participating in this research project.

Good luck with your work and your future studies.