



ลิขสิทธิ์มหาวิทยาลัยเชียงใหม่

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ภาคผนวก ก
รายนามผู้เชี่ยวชาญ

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รายนามผู้เชี่ยวชาญ

ผู้เชี่ยวชาญตรวจแผนการสอน

1. ผู้ช่วยศาสตราจารย์ประภาพร หัสสรังสี อาจารย์สอนวิชาภาษาอังกฤษธุรกิจ
มหาวิทยาลัยเทคโนโลยีราชมงคลล้านนา
จังหวัดเชียงใหม่
2. Professor Rocco E. Forgione Tourism and Business English Program
Rajamangala University of Technology
Lanna, Chiang Mai

ผู้เชี่ยวชาญตรวจแบบประเมินวัดความสามารถด้านการพูด

1. ผู้ช่วยศาสตราจารย์ประภาพร หัสสรังสี อาจารย์สอนวิชาภาษาอังกฤษธุรกิจ
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1. ผู้ช่วยศาสตราจารย์ประภาพร หัสสรังสี อาจารย์สอนวิชาภาษาอังกฤษธุรกิจ
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จังหวัดเชียงใหม่
2. อาจารย์ปาริฉัตร เคือนเพ็ญ อาจารย์สอนวิชาภาษาอังกฤษธุรกิจ
มหาวิทยาลัยเทคโนโลยีราชมงคลล้านนา
จังหวัดเชียงใหม่



ภาคผนวก ข

รายละเอียดการคำนวณ

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ตาราง 8 คะแนนความสามารถทางการพูดภาษาอังกฤษของนักศึกษา หลังจากที่ทำกิจกรรมมุ่งปฏิบัติงาน
ด้านธุรกิจในแต่ละแผน

ผู้เรียน ลำดับที่	แผนที่ 1 (20)	แผนที่ 2 (20)	แผนที่ 3 (20)	คะแนน รวม (60)	ค่าร้อยละ	ระดับ คุณภาพ	ผ่าน/ไม่ ผ่าน เกณฑ์
1	12	17	19	48	80	ดีมาก	ผ่าน
2	10	15	20	45	75	ดี	ผ่าน
3	9	12	15	36	60	ปานกลาง	ผ่าน
4	15	15	18	48	80	ดีมาก	ผ่าน
5	18	15	20	53	88	ดีมาก	ผ่าน
6	15	16	18	49	82	ดีมาก	ผ่าน
7	16	19	20	55	92	ดีมาก	ผ่าน
8	13	14	20	47	78	ดี	ผ่าน
9	17	17	19	53	88	ดีมาก	ผ่าน
10	11	19	20	50	83	ดีมาก	ผ่าน
11	12	14	17	43	72	ดี	ผ่าน
12	10	15	18	43	72	ดี	ผ่าน
13	12	13	18	43	72	ดี	ผ่าน
14	13	15	16	44	73	ดี	ผ่าน
15	14	12	17	43	72	ดี	ผ่าน
16	8	14	15	37	62	ปานกลาง	ผ่าน
17	14	18	20	52	87	ดีมาก	ผ่าน
18	7	14	15	36	60	ปานกลาง	ผ่าน
19	16	16	17	49	82	ดีมาก	ผ่าน
20	11	13	13	37	62	ปานกลาง	ผ่าน
21	10	15	16	41	68	ปานกลาง	ผ่าน
22	14	17	17	48	80	ดีมาก	ผ่าน
23	8	15	18	41	68	ปานกลาง	ผ่าน
24	10	12	14	36	60	ปานกลาง	ผ่าน
25	15	17	20	52	87	ดีมาก	ผ่าน

ตาราง 8 (ต่อ)

ผู้เรียน ลำดับที่	แผนที่ 1 (20)	แผนที่ 2 (20)	แผนที่ 3 (20)	คะแนน รวม (60)	ค่าร้อยละ	ระดับ คุณภาพ	ผ่าน/ไม่ ผ่าน เกณฑ์
ค่าเฉลี่ย	12.92	14.40	17.76	45.08			
ค่าส่วน เบี่ยงเบน มาตรฐาน	2.96	2.31	1.88	5.69			

ตาราง 9 คะแนนความสามารถทางการเขียนภาษาอังกฤษของนักศึกษา หลังจากที่ทำกิจกรรมมุ่ง
ปฏิบัติงานด้านธุรกิจในแต่ละแผน

ผู้เรียน ลำดับที่	แผนที่ 1 (20)	แผนที่ 2 (20)	แผนที่ 3 (20)	คะแนน รวม (60)	ค่าร้อยละ	ระดับ คุณภาพ	ผ่าน/ไม่ผ่าน เกณฑ์
1	12	14	19	45	75	ดี	ผ่าน
2	13	14	17	44	73	ดี	ผ่าน
3	10	16	20	46	77	ดี	ผ่าน
4	9	15	17	41	68	ปานกลาง	ผ่าน
5	7	14	16	37	62	ปานกลาง	ผ่าน
6	15	16	20	51	85	ดีมาก	ผ่าน
7	16	18	18	52	87	ดีมาก	ผ่าน
8	11	11	15	37	62	ปานกลาง	ผ่าน
9	14	13	15	42	70	ดี	ผ่าน
10	10	15	18	43	72	ดี	ผ่าน
11	18	20	20	58	97	ดีมาก	ผ่าน
12	14	15	19	48	80	ดีมาก	ผ่าน
13	11	11	20	42	70	ดี	ผ่าน
14	13	14	17	44	73	ดี	ผ่าน
15	18	17	18	53	88	ดีมาก	ผ่าน
16	14	13	15	42	70	ดี	ผ่าน
17	11	14	19	44	73	ดี	ผ่าน
18	15	12	16	43	72	ดี	ผ่าน
19	8	13	15	36	60	ปานกลาง	ผ่าน
20	10	11	16	37	62	ปานกลาง	ผ่าน

ตาราง 9 (ต่อ)

ผู้เรียน ลำดับ	แผนที่ 1 (20)	แผนที่ 2 (20)	แผนที่ 3 (20)	คะแนน รวม (60)	ค่าร้อยละ	ระดับ คุณภาพ	ผ่าน/ไม่ผ่าน เกณฑ์
21	16	13	16	45	75	ดี	ผ่าน
22	13	15	20	48	80	ดีมาก	ผ่าน
23	14	12	18	44	73	ดี	ผ่าน
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ค่าเฉลี่ย	12.92	14.40	17.76	45.08			
ค่าส่วน เบี่ยงเบน มาตรฐาน	2.96	2.31	1.88	5.69			



ภาคผนวก ค

ตัวอย่างแผนการสอน

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ตัวอย่างแผนการสอนที่ใช้การเรียนรู้แบบมุ่งปฏิบัติงานด้านธุรกิจ

Lesson plan 1

Topic: My future career

Subject: English for Business Communication

Duration: 7 periods (60 minutes/period)

Language function: Describing personal details

Structures: Present simple tense, present continuous tense, past simple tense

Vocabulary: qualification, experience, extra-curricular activities, responsibilities, advantage(ous), candidates, applicant, salary, Bachelor, urgently, require, submit, graduate

Terminal objectives: Students will be able to present their personal details orally and write a resume for job application.

Enabling objectives: Students should be able to:

1. explain job requirements of an interested position,
2. describe their personal details, education, working experience, and special abilities,
3. use present simple tense, present continuous tense, past simple tense and the expressions about applying a job.

Procedures

Task1

Pre-task

1. Teacher introduces herself about personal details briefly and asks students a few questions about the teacher's personal details. For example, How old am I? Where was I born? What was my first job?
2. Teacher plays the video clip twice from www.youtube.com in relation to introducing oneself. Then students are given the question sheet (worksheet 1) to answer about the video clip.
3. Students share the answers with friends orally. Then a teacher plays the video clip again for checking the correct answers.

4. Teacher distributes a short text (worksheet 2) adapted from the video clip about one's personal details to students and asks them to underline and to identify the specified verb tenses in the text. Then a teacher instructs the structures and usage of present simple tense, present continuous tense, and past simple tense. (Handout 1)
5. Teacher and students check the correct answers in the text. After that students are assigned to practice the tenses by changing the given verbs into the correct forms in worksheet 3.
6. Teacher gives students questions asking about their personal information: name, age, family member, education, working experience, special abilities, skills, and hobbies. Then they write down their own answers. (worksheet 4)
7. After finishing the question sheet, students work in pair. One asks the questions and another answers questions. They take turn the role.

Task cycle

Task: Suppose you are in the job interview and you are asked to introduce yourself.

Tasks

8. Students do the task while teacher acts as a language facilitator and encourages them to write effectively.

Planning

9. Students practice and rehearse for oral presentations. Teacher acts as a helper in vocabulary and language forms for oral presentations.

Report

10. Students present their personal details orally to the class.
11. Teacher evaluates each student's speaking performance and gives him some feedback of the task.

Language Focus

12. Students review structures spoken in their oral presentations such as tenses. Meanwhile a teacher explains some mistakes found in students' tasks and encourage them to practice the frequent mistaken sentences in class.

13. Students are assigned to do additional practice about tenses by finding the wrong verb forms and making them correct. (Worksheet 5)

Task 2

Pre-task

1. Teacher asks students about their future careers “Have you ever thought about your future career?” “What would you like to be after graduation?” and teacher writes the names of jobs on whiteboard.
2. After talking some future careers, Teacher asks the students “If you would like to find your job, how can you find it? And students are given the job advertisements from various media sources.
3. Teacher teaches vocabulary in the job advertisements by guiding the students to guess meaning from the context and looking for the meaning of the decontextualized words in the dictionary. For example the word “ to submit”, teacher gives the example sentence “Interested applicants should_____ a detailed resume with a recent photograph” Teacher urges students to guess what is the action that an applicant normally do with a resume and photograph after finding his interesting position or job.
4. Students answer the questions about qualifications of each job advertisement in worksheet 1.
5. Students work in pair to read job advertisements and match the position with characteristics of the people in worksheet 2. Then the students share the answer and opinions about the qualifications of job and applicants in class.
6. Teacher explains the organizational pattern of a detailed resume (Handout 1). And then a teacher gives an example of resume and students answer the questions in worksheet 3.
7. Students share the correct answers in the whole class.

Task cycle

Task1: Suppose you are going to graduate in two months and you would like to apply for a job. Find a job position that you are interested in and write a detailed resume.

Tasks

8. Students do the task while teacher acts as a language facilitator and encourages them to write effectively.

Planning

9. Students plan to write a resume. Teacher acts as a helper in vocabulary and language forms for doing the task.

Report

10. Students submit their resume to the teacher.

11. Teacher evaluates each student's writing and gives him some feedback of the task.

Language Focus

12. Students review the vocabulary used in writing a detailed resume by selecting the given words and filling in the blank (Worksheet 4). Meanwhile a teacher explains some mistakes found in students' tasks.

Teaching aids:

- Job advertisements from newspapers and internet
- Video clip from www.youtube.com
- Worksheets for doing practice
- Worksheets for instruction

Evaluations:

1. Correction from students' writing and speaking
2. Class participation: a piece of job advertisement, answering questions, giving opinions in classroom.

Task 1**Worksheet1**

According to the video clip, please give the correct information.

1. What is a woman's name?
2. How old is she?
3. Where does she live?
4. What does she do?
5. Is she single?
6. How many brother and sister does she have?
7. What does she do in her free time?

Task 1**Worksheet 2**

Underline the verb forms and identify kinds of *present simple*, *present continuous* and *past simple tenses* of each verb form in the text.

Good morning. Let me introduce myself to you. My name is Viboon Sathorn. My hometown is Lampang. Now I'm staying with my friend at an apartment in Chiang Mai. I'm a fourth year student at Business Administration of Rajamangala University of Technology Lanna, majoring in Accounting. And I expect to graduate with Bachelor's degree in March, 2011.

I had a small shop at Night Market, located near my university. I sold casual shoes for men and women. I used the accounting knowledge for doing the account. Although I ran my business for only 6 months, I could get a lot of profit. At present, I work for A.B.C. Company as a part-time accountant. I help my seniors to audit the company account and do the accounting records. My special abilities are typing in both English and Thai. I also have good command of personal computer skills such as Microsoft office and Windows.

When I was in the university, I really enjoyed learning new things and participating in all kinds of activity. Last year I was a leader of Tennis Club because I was a tennis player of my university. In my free time, I usually play tennis with friends and sometimes see the foreign movies at home.

Task 1

Handout 1

Present Simple Tenses

โครงสร้าง : **Subject + Verb 1 (s, es)**

1. Repeated actions: e.g. My friend often draws nice posters.
2. Things in general: e.g. The sun rises in the East.
3. Fixed arrangements, scheduled event: e.g. The plane flies to London every Monday.
4. Actions in the present - one follows after the other: e.g. First I get up, then I have breakfast.
5. Instructions: e.g. Open your books at page 34.

Adverbs of time

Daily	weekly	monthly	yearly	regularly	always
often	usually	frequently	scarcely		
Hardly	rarely	sometimes	generally	never	
Seldom	everyday	every week	every month		

Affirmative sentences:

I read books.	My brother reads books.
We sing pop songs.	She sings pop songs.
I play handball.	John plays handball.

Negative sentences:

You must not negate a full verb in English. Always use the auxiliary do for negations.

I	like	computers.
I	don't	like computers at all.
My friend	likes	computers.
My mum	doesn't	like computers at all.

Questions:

Use the auxiliary **do, does**.

Do you play football?

Does he play football?

รูปประโยคของ Present Simple คือ กริยาในช่องที่หนึ่ง ถ้าประธานเป็นเอกพจน์กริยาต้องเติม s หรือ es ถ้าประธานเป็นพหูพจน์กริยาไม่ต้องเติม

Past Simple Tense

1. Action finished in the past: e.g. I visited Berlin last week.

2. Series of completed actions in the past: **e.g. First I got up, then I had breakfast**

3. Together with the Past Progressive/Continuous - The Simple Past interrupted an action which was in progress in the past:

e.g. They were playing cards when the telephone rang.

Adverbs of time

ago	last year	last month	yesterday
once	last week	this morning	in 1975
in the past	in those days	in the former time	

Affirmative sentences:

regular verbs

I played football.
We visited Alaska last year.

irregular verbs

I went to the cinema.
We were in Rome yesterday.

Negative sentences:

You must not negate a full verb in English. Always use the auxiliary did (Simple Past of to do) for negations.

I		played	football.
I	didn't	Play	football.
He	didn't	Play	football.

Questions:

Use the auxiliary did (Simple Past of to do).

Did you play football?

อ่านข้อความต่อไปนี้

Yesterday **was** Sunday. Sawat **got** up late because he **did not go** to school. He **took** a bath and dressed. He **had** breakfast at about nine thirty. Then he **helped** his father in the garden. At eleven o'clock he **wrote** a letter to his old friend. In the afternoon he **went** to the market with his mother. They **bought** a lot of things. His mother bought him some ice cream too. After dinner he **washed** the dishes and **cleaned** the house. His parents **gave** him ten baht because he **was** a good boy. Sawat **was** very glad.

ข้อความข้างบน เป็นเรื่องเล่าถึงสิ่งที่เกิดขึ้นในวันอาทิตย์ที่ผ่านมา เหตุการณ์ที่เกิดขึ้นเป็นอดีต ฉะนั้น คำกริยาที่บอกการกระทำต่างๆ จึงต้องใช้ในรูปแบบที่เป็นอดีต (Past simple tense)

นักเรียนอ่านข้อความในย่อหน้าข้างบนอีกครั้ง สังเกตคำกริยาที่พิมพ์ด้วยตัวหนา และจับคู่คำกริยาแบบ Infinitive คือ กริยาที่ไม่ได้เปลี่ยนรูป กับคำกริยาแบบอดีต

dress	dressed	help	cleaned
get	had	write	washed
go	was	buy	wrote
take	took	wash	gave
be	got	clean	helped

have

went

give

bought

สรุป สิ่งทีั่พึงระวังในการศึกษาเรื่อง **tense** คือ

1. การใช้ **tense** ให้ถูกต้องกับเหตุการณ์
2. การใช้กริยา (verb) ให้ถูกต้องกับ **tense**
3. การผันรูปกริยาจาก **infinitive** ให้เป็นรูปอดีต คือกริยาดัวใดเดิม **ed** หรือ กริยาดัวใดเปลี่ยนรูปไป

Present Continuous Tense

โครงสร้าง (S + is, am, are + V.ing)

1. actions happening at the moment of speaking:
e.g. Peter is reading a book now.
2. fixed plan in the near future:
e.g. She is going to Basel on Saturday.
3. temporary actions:
e.g. His father is working in Rome this month.
4. actions happening around the moment of speaking (longer actions)
e.g. My friend is preparing for his exams.
5. trends:
e.g. More and more people are using their computers to listen to music.
6. repeated actions which are irritating to the speaker (with always, constantly, forever)
e.g. Andrew is always coming late.

Adverbs of Time

now, at the moment, Look, Listen, this week, this year

Affirmative sentences:

I am playing football.
I'm playing football.

You are playing football.
You're playing football.

Negative sentences:

I am not playing
football.
I'm not playing
football.

You are not playing
football.
You're not playing football.
You aren't playing football.

Questions:

Am I playing
football?

Are you playing football?

Task 1**Worksheet 3****Change the verbs into the correct forms.**

1. I _____ (graduate) from the Faculty of Liberal Arts, Thammasat University in 2009.
2. At present, my sister _____ (study) at Business Administration and Arts, majoring in Marketing.
3. Last year, I _____ (get) a good grade in Fundamental English II.
4. There _____ (be) 4 people in my family.
5. I _____ (run) a small business when I was in the second year.
6. When John is free, he usually _____ (surf) the internet.
7. I _____ (see) the interesting job advertisement in yesterday's Bangkok Post.
8. Most students _____ (learn) a lot of kinds of office documents in the last training in business.
9. A student _____ (attend) English camp project every year.
10. Please _____ (submit) a detailed resume and a recent photo to the Personnel Manager.

Task 1**Worksheet 4**

Please answer the questions about your personal details

1. What's your name?
2. How old are you?
3. When were you born?
4. Where did you born?
5. Where is your home town?
6. How many members are there in your family?
7. Where are you studying now? What faculty? Which major? What year?
8. In your free time, what do you usually do?
9. What kind of job or position will you be in the future?

Language Focus**Task 1****Worksheet 5**

Find the mistakes and correct them.

Good morning, everyone. May I take a few minutes to introduce myself to you. I were Viboon Sathorn. I lived Chiang Mai now. I graduates from Business Administration of Rajamangala University of Technology Lanna, majoring in Accounting. Now I working at a small shop in the market. I works as a shopkeeper. Sometimes I did the accounting records. My special abilities were typing in both English and Thai. I also have good command of personal computer skills such as Microsoft office and Windows.

When I am in the university, I really enjoys learning new things and participating in all kinds of activity. Last year I am a cheer leader in Sport Day. I had very great time because I meets new friends and learn how to work in team. In my free time, I always goes shopping and surf the internet.

Task 2**Worksheet 1**

According to the job advertisement, answer the following questions.

1. Who is your prospective employer?
2. What is the required position?
3. What are the qualifications of the position?
4. Does the employer limit the age of the applicant? If yes, how old should the applicant be?
5. What degree does the employer require? And what major is it?
6. Does the employer specify any special abilities?
7. If you were interested in the position, how could you react to the prospective employer?

Task 2

Worksheet 2

Applying for a Job

Read the following job advertisements.

1. Needed: Full time secretary position available. Applicants should have at least 2 years experience and be able to type 60 words a minute. No computer skills required. Apply in person at United Business Ltd., 17 Browning Street.
2. Are you looking for a part time job? We require 3 part time shop assistants to work during the evening. No experience required, applicants should be between 18 and 26. Call 366 - 76564 for more information.
3. Computer trained secretaries: Do you have experience working with computers? Would you like a full time position working in an exciting new company? If your answer is yes, give us a call at 565-987-7832.
4. Teacher Needed: Tommy's Kindergarten needs 2 teacher/trainers to help with classes from 9 a.m. to 3 p.m. Applicants should have appropriate licenses. For more information visit Tommy's Kindergarten in Leicester Square No. 56.
5. Part Time work available: We are looking for retired adults who would like to work part time at the weekend. Responsibilities include answering the telephone and giving customer's information. For more information contact us by calling 897-980-7654.
6. University positions open: The University of Cumberland is looking for 4 teaching assistants to help with homework correction. Applicants should have a degree in one of the following: Political Science, Religion, Economics or History. Please contact the University of Cumberland for more information.

Task 2**Worksheet 2 (continued)**

Which position is best for these people? Choose ONLY ONE position for each person.

- Jane Madison. Jane recently retired and is looking for a part time position. She would like to work with people and enjoys public relation work.

The best job for Jane is _____

- Jack Anderson. Jack graduated from the University of Trent with a degree in Economics two years ago. He would like an academic position.

The best job for Jack is _____

- Margaret Lillian. Margaret is 21 years old and would like a part time position to help her pay her university expenses. She can only work in the evenings.

The best job for Margaret is _____

- Alice Fingelhamm. Alice was trained as a secretary and has six years of experience. She is an excellent typist but does not know how to use a computer. She is looking for a full time position.

The best job for Alice is _____

- Peter Florian. Peter went to business school and studied computer and secretarial skills. He is looking for his first job and would like a full time position.

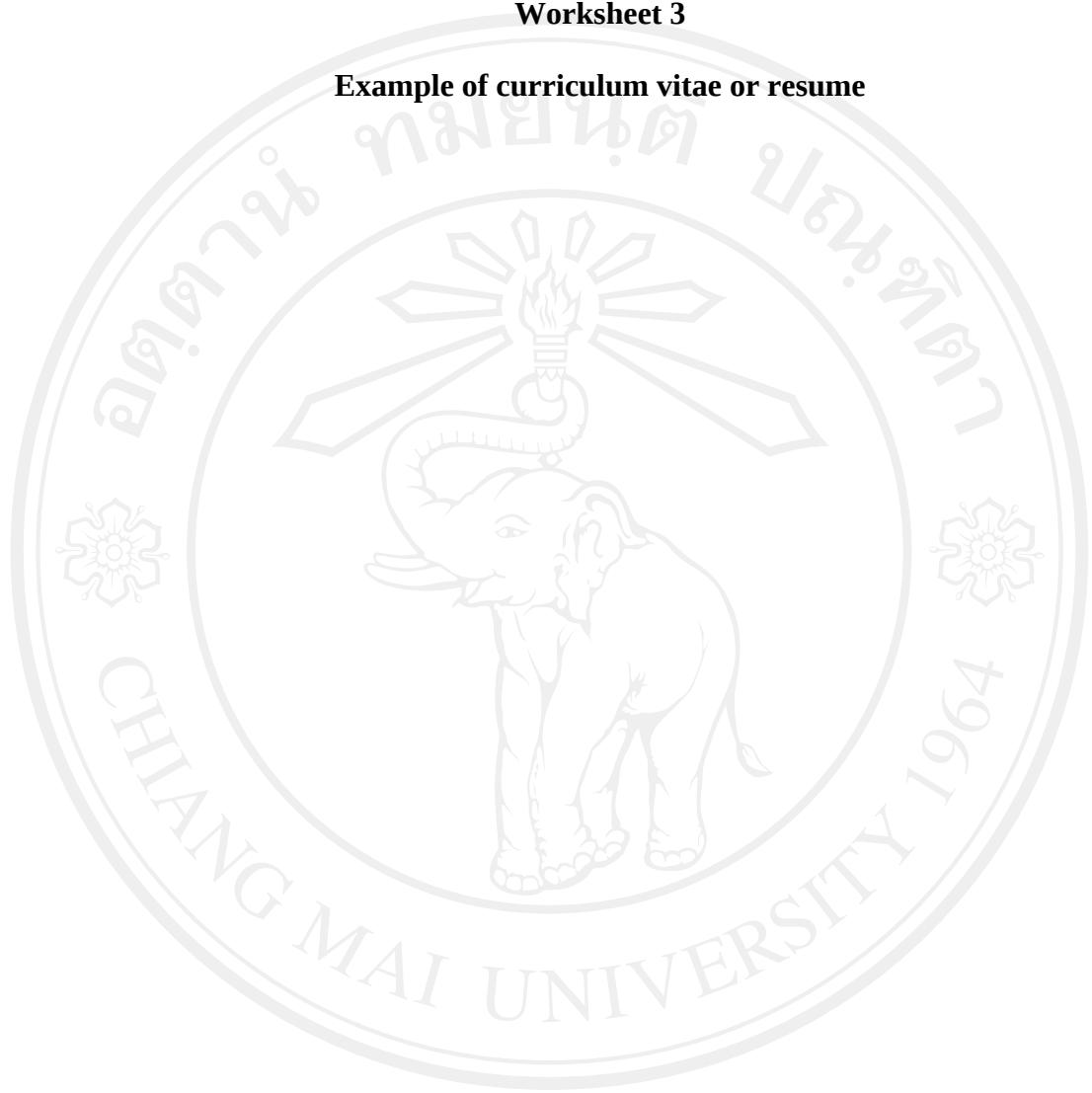
The best job for Peter is _____

- Vincent san George. Vincent loves working with children and has an education license from the city of Birmingham. He would like to work with young children.

The best job for Vincent is _____

Task 2**Handout 1****Organizational Plan**

Heading	- Full name (typed in capital letter) - Mailing address - Home telephone number
Position Sought:	
Education	- Degrees awarded - University attended - Year graduate - Major field of concentration - Grade point average (if good) - Honors - Relevant courses - Extra-curricular activities (If directly related to your qualifications for the position you seek) - Special abilities/Skills
Experience	- Dates of employment - Employer - Job title - Brief statement of major job accountabilities and scope
Personal data	- Age - Sex - Marital status - Nationality - Health
References:	Excellent references furnished upon request

Task 2**Worksheet 3****Example of curriculum vitae or resume**

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Task 2**Worksheet 3 (continued)**

According to the resume, answer the following questions.

1. What is the applicant's name?
2. What position is she applying for?
3. Where did she graduate from?
4. What is her major subject?
5. Which courses are related to her interesting job?
6. Did she attend any activities while studying?
7. What skill does she have?
8. Does she do any job while studying? If yes, what does she do?
9. Is she married?

Language Focus**Task 2****Worksheet 4**

Select the words in the box and fill in each blank.

qualifications experience extra-curricular activities
 responsibilities advantageous applicant salary
 Bachelor urgently require submit graduate

1. Her _____ meet this company's requirements.
2. She wrote about her bad _____ in India.
3. Interested candidates are invited to _____ their English resume and two recent photos.
4. I _____ with _____'s degree at Chiang Mai University in 2008
5. One of _____ is attending the English camp every year.
6. The patient is _____ sent to the hospital.
7. Knowledge of other languages will be _____.
8. Contacting and maintaining relationship between customers and company is one of your _____.
9. This company _____ the local candidates.

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