

SURANREE UNIVERSITY OF Technology
School of English, Institute of Social Technology
MEMORANDUM

Center for International Affairs	
No.	125/2543
Date	25 JAN 2000
Time	14:45

To: Assoc. Prof. Songporn Tajaroensuk, Deputy-Director
Center for International Affairs
From: Dr. Maneepen Apibalsri, Chair, School of English
Subject: INTENSIVE ENGLISH COURSE FOR LOATIAN GRADUATE
STUDENTS.
Date: 25 January 2000
Ref.No. 5112(3)/002

Dear Assoc. Prof. Songporn,

The most appropriate time to start the English intensive course for Loatian graduate students is March 1, 2000. If the class starts at the beginning of April, please take into consideration that the instructors in the School of English will be very busy with writing test items for final examination including grading papers and other duties involving in the evaluation and assessment.

In terms of management, the School of English has assigned 2 instructors to be responsible for the course.

1. General manager Dr. Sarit Srikao He takes care of the coordination with the CAI and the students, the coordination of the teachers with the students, and other different matters concerning the course
2. Course-Coordinator Dr. Pirasak Siriyothin He is responsible for designing the course, developing materials, setting up the class-schedule, preparing different ELRU study plans as the supplementary learning activities to fit each student's language ability, weakness and strength. He insures the teaching quality as well.

If you need further information, please contact both of them directly.

With best regards.



(Dr. Maneepen Apibalsri)
Chair, School of English

not
25/1/00
P