



Academic Administration to Improve English Language Skills of University Students

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Abstract

This article presents Fundamental concepts for Academic administration to improve English language skills of university students. The academic skills are the abilities, strategies and habits that can help learners succeed in an academic setting. They generally build on students' mastery of literacy and technical subjects like mathematics and science. Developing academic skills may help improve the ability to learn, take tests, interact with other students and complete projects. Many of these skills also apply to other parts of life, particularly professional settings. In this article mention 1) Academic English Speaking 2) Academic administration by English language skills workshops 3) Academic skills and 4) How to improve your English-speaking skills on campus

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Introduction

In today's global economy, the ability to speak and write another language is highly valued. If you're a student looking to improve your English language skills, there are several ways you can do so. Here's what you can do to improve your English language skills as a college or university student. The most obvious way to improve your English is by taking advantage of various language learning programs. These courses will help you learn conversational skills and acquire the vocabulary needed for academic purposes. Choose your preferred English language program wisely. There is a wide range of options available. Some will help develop your English for academic purposes, while some for your daily communication purposes. Decide why you are learning the language to ensure that you pick the right English learning program. (Study places, 2022). Reading is one of the best ways to improve your English skills. It helps you better understand the language by exposing you to different ways of expressing ideas and vocabulary words. Reading also helps expand your knowledge about popular culture and current events in the English-speaking world. Reading is a great way for college students to improve their English language skills because it exposes



them to new words and phrases, which they can use in their daily lives or future writings. Reading also improves reading comprehension, which will be very helpful when taking an exam or writing a report that requires understanding written information on multiple levels.

Academic English Speaking

Academic English language (Burlington English, 2022) is the type of English used in higher education. It is more formal than general English and is often more structured and includes subject-specific phrases and vocabulary. Articles in newspapers, magazines, and academic journals are usually written in academic English. It is also the type of English used in lectures or presentations in higher education environments. If you want to study at a university in an English-speaking country, good, formal academic English is a must. Interestingly, native English-speaking university students also have to learn how to use academic English as it's very different from the English that they normally use. What are the differences between academic English and general English?

Universities in English-speaking countries usually require proof of your ability to use standard academic English before they formally offer you a place. This could be an IELTS Academic test report or something similar. Here are some useful tips and resources about how to learn academic English. Spoken academic English is the type of language used in debates, presentations, seminars, and group discussions in English-speaking universities. In many ways academic English speaking is similar to academic writing – it needs to be quite formal and precise – although it is less complex than the written language. Good academic spoken English in use avoids slang and colloquialisms and is structured using clear, signaling language (e.g., ‘the second point I’d like to look at is...’). Like its written counterpart, it requires precise, accurate vocabulary, but makes more use of the types of grammatical structures associated with spoken English. Five Main Features of Academic English

Five things that make general English and standard academic English different:

- 1) Formality: academic English is more formal than general English
- 2) Precision: accurate presentation of facts and figures
- 3) Objectivity: the main emphasis is the presentation of information and arguments
- 4) Organization: writing is clearly structured and flows logically from one section to the next
- 5) Accuracy: accurate use of vocabulary to convey precise meaning

And most importantly academic word lists provide you with the general academic vocabulary you need to know in order to be able to study at a university in an English-speaking country. They don't focus on any particular subject so they're useful for all students. Lists



generally contain the words and phrases that are common in academic texts, but which are much less common in everyday writing or speech.

Academic administration by English language skills workshops

Academic administration to improve English language skills of university students by English language skills workshops (Western Reserve University, 2022) are as follows;

1. Grammar in Speaking

Students will review grammar topics such as verb tenses, articles, and pronouns. Then, students will participate in speaking activities to identify, correct, and practice their own grammar use in spoken English.

2. Idioms in Conversation

The instructor will introduce idioms for conversation and lead students in a discussion activity using these idioms. Students will discover the meaning of figurative language from the context of the conversation.

3. Impromptu Speaking

Students will practice speaking skills and formulating answers to respond to questions they haven't previously thought about. This type of “on the spot” interaction promotes language fluency and comfort level with spoken English.

4. Listening Strategies

Students will practice academic listening and note taking skills. Students will learn to recognize transitions and key vocabulary to help organize information from lectures.

5. Navigating Language and Culture

The focus of this workshop is to explore and share culture. Students are encouraged to discuss and share elements of their culture and navigate conflicts in cultural understanding. Discussions can follow the students' questions or the instructor's lead based on students' needs.

6. Participating in and Leading Classroom Discussions

Students may find that they are required to participate in class discussions as well as lead classroom discussions about readings and topics from content areas. Students will practice with vocabulary used in academic settings to facilitate and encourage group discussions.

7. Reading Strategies

Students will review and learn reading strategies such as efficient reading, active reading, techniques for college courses, annotating and note taking. Students will also practice using contextual cues for meaning and improving reading fluency.



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8. Spoken English Fluency

This workshop will help make students aware of elements of spoken English beyond pronunciation, such as lexical “chunks”, intonation, pauses, and syllable/word stress. Students will leave with exercises and further information on how to continue to develop their skills.

9. Vocabulary for Describing Charts and Graphs

Instructors will lead students in an exercise describing charts and graphs and will then provide students with information and a handout on vocabulary to improve variety when presenting charts and graphs.

Academic skills

The English language skills of students at the university are multi-skilled; examples of 12 academic skills (Indeed, 2022) include:

1. Time management

Time management is the ability to organize and schedule your time efficiently. In school, you might've used these skills to study more effectively or devote sufficient time to working on several assignments. While working, you may often have deadlines, and understanding how to manage your schedule can help increase your productivity.

2. Research skills

Academic assignments, like projects or essays, often require students to conduct research. These skills involve knowing the questions you want to answer, finding credible sources and using effective search strategies. Careers in journalism, analysis and even some medical fields all benefit from well-developed research skills.

3. Reading comprehension

Reading comprehension is the ability to understand information you've read. This skill can help you study for tests, perform research and write papers. In the workplace, you may use these skills to understand written instructions, gather information or communicate with colleagues.

4. Computer skills

Understanding how computers function can improve your performance at school and work. You may use a computer to draft written assignments, create graphics, perform research and use software.

5. Self-discipline

Self-discipline is the ability to motivate yourself. Much like time management, effective self-discipline can help you focus and prioritize your tasks. Many jobs involve working independently or with limited supervision, so improving your self-discipline may allow you to work in solitary conditions effectively.



6. Critical thinking

Critical thinking is a skill that helps you effectively analyze information. It allows you to solve problems and understand concepts. In the workplace, you may come across challenges or urgent situations that require you to use critical thinking to address them.

7. Group work

Many classes assign group projects or other activities where you have to collaborate with other students. Learning how to work productively in a group can improve your communication, leadership and conflict resolution skills. In your career, you may work on projects that involve a team or other departments.

8. Presentation and public speaking skills

Presentation skills are a group of abilities that allow you to give an oral presentation confidently and effectively. These skills include knowing how to use eye contact and body language to your advantage, engage in assertive communication and create helpful presentation materials, like slides or printed documents.

9. Writing

Strong writing skills can improve your ability to take notes, produce essays and communicate. Many jobs communicate primarily through written channels such as emails, memos and progress reports. Writing clearly and effectively can help you express your opinions and may even improve your collaboration skills.

10. Goal planning

Learning how to set and manage achievable goals can help you focus and may improve your productivity. You can use goal planning skills to create and monitor your goals for both work and school environments.

11. Taking constructive criticism

While in school, teachers critique your work to determine whether you understand the material. In your career, supervisors and managers may give performance reviews or comment on your job performance as you work. The ability to process and respond effectively to constructive criticism can help you maintain positive relationships and learn to use that feedback for self-improvement.

12. Multitasking

Multitasking is the ability to work on several projects at once. In an academic setting, you can use these skills to complete assignments for all of your classes. In the workplace, you may have multiple responsibilities and tasks. Improving your ability to prioritize, organize and perform these tasks can increase your chances of success.

Nonverbal communication is one of many tools that can help you make a good impression in interviews and in your professional life. However, candidate assessments should



be based on skills and qualifications, and workplaces should strive to be inclusive and understanding of individual differences in communication styles.

How to improve your English-speaking skills on campus

Mastering any skill, including communication skills, comes down to practice. By practicing speaking, you can learn from mistakes and build both your vocabulary and understanding. From friends to strangers, you can always find someone who speaks English to practice with. Here are a few more ideas on how and where you can speak English:

1. Participate in public speaking events: Public speaking events, from forums and conferences to slam poetry events, offer a good place to listen to others speak. You can also potentially apply to be a speaker. If it's something less formal, like sharing your creative writing or telling a story in front of a small group of friends, public speaking can really showcase your skills.

2. Go to language cafes: Language cafes exist around the world. This is a place for people to come together and practice the languages of their choice in small group settings.

3. Using apps: Technology is here to assist in learning languages. From apps, which lets you speak to native speakers, you can improve your English-speaking skills wherever you go.

4. Record Your Conversation Practice: When it comes to speaking, you will likely make mistakes. But you have to be open to making mistakes so that you can learn from them. If you record yourself speaking with your conversation partner, you can play it back and learn even better. That way, you can track your progress and pick up on pronunciation.

5. Think in English: This probably won't come naturally, but you can help train yourself to think in English by first translating the thoughts in your head. Otherwise, you can keep a journal or diary of thoughts and write them in English.

6. Surround Yourself with The English Language: English is everywhere. No matter where you live, you can find menus, marketing materials, books, movies, road signs, and more with the English language. The more you immerse yourself and pay attention to these daily pieces of English, the stronger your foundation will be.

Students need good listening skills to interpret what people are saying in various academic situations (). For example, they need to be able to understand the content of a lecture at the speed it is delivered. Presentations also require good listening skills, as do seminars, where students are expected to understand and build on the contributions of others. Other events include tutorials, discussions, meetings with tutors and supervisors, group projects, and informal social interactions. In addition, students need good listening skills to interact with administration staff in the local context. In short, students exchange, discuss and apply critical thinking to a considerable amount of knowledge in oral/aural settings.



Conclusion

The best way to improve your English is to immerse yourself in the language as much as possible. Watching movies and television shows are great ways to do this, especially when it comes to learning vocabulary and improving your listening skills. Consuming such media with subtitles is the best way to go about this. Listening and reading at the same time is an efficient way to learn English. Take advantage of all the resources available to you. English is a global language that you can learn from almost anywhere you turn. Some approaches to learning this language are more professional than others. However, your first aim shouldn't be to judge how you learn it. It should to know what works best for you, and the only way to do so is by trying them all. Academic skills are important because they can increase your productivity and success at school. Beyond helping you earn the academic credentials you may need to enter the workforce; many skills are also transferrable to the workplace. For example, learning to complete multiple assignments, work in teams and process information quickly is beneficial to your career. Developing and expanding on your academic skill set may prepare you for your future career and help improve your overall performance. English is the most global language. Being able to speak English will widen your possibilities for higher education and career options. It will also help you access some of the best entertainment straight from the source.

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