



การประชุมวิชาการนำเสนอผลงานวิจัยระดับชาติ ครั้งที่ 4  
“GRADUATE SCHOOL CONFERENCE 2022 iHappiness: ความสุขและคุณภาพชีวิตที่ดีอย่างยั่งยืนในยุคสังคมดิจิทัล”

## Academic Administration to Improve Students' English Skills Faculty of Education, Suan Sunandha Rajabhat University

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### Abstract

The purpose of this study was academic administration to improve students' English skills Faculty of Education, Suan Sunandha Rajabhat University. This study was qualitative research. Using this tool as an interview. The sample group used in this research consisted of 12 the lecturers of the faculty of education, Suan Sunandha Rajabhat University. The research findings were: academic administration to improve students' English language skills are as follows: 1) Time Management 2) English learners on campus 3) Group work 4) Academic and Social Language Proficiency 5) Improve literacy skills and achieve academic success and 6) Research skills

**Keywords:** Academic administration improve students' English skills, the Faculty of Education

### Introduction

English (University of the People, 2022) is the world's most studied language around 20% of the world speaks English. Knowing how to speak English can open new life possibilities: from traveling more easily to communicating with more people, and even getting better jobs. It also means that you can study higher education at some of the world's top institutions, including the University of the People's online programs, which are tuition-free! If you are looking for advice on how to improve english speaking skills, there are plenty of methods and techniques. The academic performance of English language learners (Tess M. Dussling, 2022) cannot be fully understood without considering their social, cultural, and economic characteristics. 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



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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 (eg, ‘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.

Improving your academic English skills (Converse International School of Languages, 2022) can be intimidating, but it doesn’t have to be! Choosing the right ways to practice your English will greatly improve your skills in this area. Follow our five tips for improving your academic English to set yourself on the track for academic English success. Going to university (link school, 2022) will likely be the most challenging test of your academic English skills. You will probably need to pass an English language exam such as Academic IELTS or another English exam. However, even after obtaining the required certificate you may still want to build up your English-speaking confidence and continue improving your English. Whether you have started or are soon to start your degree, the following tips will help you make the most of your time at university.

## Research objectives

To study academic administration to improve students' English skills Faculty of Education, Suan Sunandha Rajabhat University

## Research Scope

### 1. The scope of the variables studied

This research was academic administration to improve students' English skills Faculty of Education, Suan Sunandha Rajabhat University whereby the researcher gathered content related to academic administration to improve students' English skills from various literatures, documents and related research to summarize, covering the academic administration to improve students' English skills Faculty of Education, Suan Sunandha Rajabhat University



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## 2. Population and sample

2.1 The population used in this research were professors and lecturers who working at Suan Sunandha Rajabhat University. Total number of lecturers at Suan Sunandha Rajabhat University 59 persons (Personnel Administration Division Office of the President Suan Sunandha Rajabhat University, 2021)

2.2 The sample group used in this research consisted of 12 the professors and lecturers of the faculty of education, Suan Sunandha Rajabhat University. (Purposive Sampling)

## Literature Review

Academic administration is a branch of university or college employees responsible for the maintenance and supervision of the institution and separate from the faculty or academics, although some personnel may have joint responsibilities. Some type of separate administrative structure exists at almost all academic institutions. Fewer institutions are governed by employees who are also involved in academic or scholarly work. Many senior administrators are academics who have advanced degrees and no longer teach or conduct research. And academic administrator means an administrator in a college or university. administrator, decision maker - someone who administers a business. dean - an administrator in charge of a division of a university or college, president - the head administrative officer of a college or university.

### Academic Administration Skills

Academic Administration skills (Indeed, 2022) 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.

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



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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.

### **Principles of academic administration to improve students' English language skills.**

Principles of academic administration to improve students' English language skills. There are the following principles. (University Canada West, 2022)

The internet has a wealth of information that can be used to improve language skills. It's important to understand the meaning of new words you pick up as well as how to use them in the correct context. Here are a few ways that can help you enhance your academic English:

1. Gain proficiency over similar sounding words: Sticking to the old method of reading words from a dictionary and learning them and their use is passé. You need your writing to be interesting and error-free and this means you must never confuse your discreet with discrete or substitute dough with doe. These homonyms are an important part of the English language and can help you articulate yourself well. This is also one of the top ways to improve your spelling. 1) Choose better mediums for fluency: You will make little progress with your language skills if you stick to the same methods. Instead, give your vocabulary a boost by incorporating a variety of methods. Watching different TV shows and movies is just one way to improve your linguistic skills. And 2) Phonetics: Phonetics is a branch of linguistics in which sounds are studied. Getting the pronunciation of words right is of utmost importance. When you are acquainted with phonetics, you can understand how words are properly enunciated.

2. Understand active and passive sentences: Even many competent English writers often confuse these two styles of writing and this can lower the readability and clarity of written material. Active voice is a style in which you can write simple sentences that are readable such as 'the boy threw the ball.' The same thing would sound clunky in the passive form, 'the ball was thrown by the boy.' A distinction between the two can help you present ideas better.

3. Practice and get feedback: Ensure that you incorporate as many of these tips and measure your development and growth. You can always involve friends, family and colleagues to help you as well as taking online tests to help you target weaker areas.

No matter what degree or profession you choose, you will be required to have proficient academic English. While this might seem like a daunting task, it is a skill that you can build on easily with the right course. The University Access Program offered by University Canada West might just be the right fit if you are looking for guided learning to enhance your English expertise. This program will help you to learn, incorporate and would your writing style to academic needs. Click the link to learn more and join this exciting course today.



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## Methodology

This study was qualitative research. Using this tool as an interview. The sample group used in this research consisted of 12 the lecturers of the faculty of education, Suan Sunandha Rajabhat University.

This research was academic administration to improve students' English skills Faculty of Education, Suan Sunandha Rajabhat University whereby the researcher gathered content related to academic administration to improve students' English skills

## Academic administration to improve students' English language skills.:

Academic administration to improve students' English language skills are as follows

1. Time Management.
2. English learners on campus
3. Group work
4. Academic and Social Language Proficiency
5. Improve literacy skills and achieve academic success.
- 6, Research skills

## Findings/ Results

Findings/ Results: To study academic administration to improve students' English skills Faculty of Education, Suan Sunandha Rajabhat University;

Academic administration to improve students' English language skills are as follows

1. Time Management.

Prioritize further study in English: This is how the tasks are assigned a level of importance. and making sure that higher-priority tasks are accomplished before lower-priority tasks. To prioritize tasks effectively You must have a solid understanding of how long it takes to become proficient in English.

2. English learners on campus

Campus is the English course that your institution needs to take your students from a pre-beginner level to an independent English communicator. Your students will smoothly navigate through the course content that uses storytelling and hands-on activities to keep them engaged. Establish a strong English foundation for your students.

3. Group work

Regardless, group work is just a natural part of language class. But group work is more than just a convenient activity for a language classroom. In fact, students receive many benefits from working in groups as they study English and pursue language fluency.



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#### 4. Academic and Social Language Proficiency

Academic English and social English are not two separate languages. Academic English is more demanding and complex than social English. The student with social English proficiency may not necessarily have the academic English proficiency. It is important for you, the lecturers, to make this distinction.

#### 5. Improve literacy skills and achieve academic success.

Literacy is defined as the capacity to read, write, talk, and listen in a way that allows us to communicate successfully and make sense of our surroundings. Creating an overall literacy strategy for your school is the first step toward ensuring that your children receive the literacy assistance they require. It is critical creating deadlines, key performance indicators, and instructional materials. It is also critical to use community links and underutilized volunteer opportunities to improve your school's reading skills. The goal is to make literacy a pleasurable and lifelong endeavor. Listed below are a few strategies to get you started.

#### 6. Research skills

English research skills are the ability to find answers to questions or solutions. Including your ability to collect information about the topic. review that information and analyze and interpret the details in a manner that will support solutions in the use of the English language.

### Conclusion and Discussion

This study was qualitative research. Using this tool as an interview. The sample group used in this research consisted of 12 the lecturers of the faculty of education, Suan Sunandha Rajabhat University. This research was academic administration to improve students' English skills Faculty of Education, Suan Sunandha Rajabhat University whereby the researcher gathered content related to academic administration to improve students' English skills. Findings/ Results:

Academic administration to improve students' English language skills are as follows: 1) Time Management 2) English learners on campus 3) Group work 4) Academic and Social Language Proficiency 5) Improve literacy skills and achieve academic success and 6) Research skills. And from this research study, it can lead to the development of effective education management in the future, for example, a research study on the issue of English language usage for university administrators.

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