

**Grande Prairie Regional College**  
**Department of Administrative Technology**  
**Course Outline**

**OA 1040 A3 – BUSINESS COMMUNICATIONS II (3) (0-0-5)**

- Prerequisite:** OA 1030 or permission of instructor
- Session Details:** Winter 2004
- Instructor:** Evans Forsyth  
Office: C415  
Phone Number: Office: 539-2009  
Home: 532-1031  
E-mail: eforsyth@gprc.ab.ca
- Text:** Ettinger Blanche, and Perfetto Eda, COMMUNICATION FOR THE WORKFORCE An Integrated Language Approach, Second Edition, New Jersey: Prentice Hall, 2001.
- Delivery Mode:** Lecture/ Lab
- Course Description:** This course applies the principles learned in OA1030 to the techniques of writing different types of letters, memos, and short reports. We emphasize punctuation, proofreading skills and oral communication.
- Course Objectives:**
- To pursue the study of English grammar and usage in depth, especially as it applies to business communications.
  - To concentrate on developing proficiency in applying principles of style in business writing; i.e. letters, reports, and memos.
  - To learn how to give short oral presentations.
  - To provide experience in organizing and presenting reports, letters, and memos.
- Student Requirements:** Attendance is mandatory. If you are ill you must notify your instructor. More than 5 missed classes may result in a recommendation to be debarred from exams. On the advice of the instructor and with concurrence of the Department Chair and the Registrar, a student may be debarred from an examination when attendance requirements are not met. Students debarred from the examination on the basis of attendance will be given a grade of zero on the exam.
- Students are expected to come to class with ALL assignments and reading completed.  
Students are expected to keep their work up-to-date. If you are absent,

phone your study partner to find out the work you missed.

Academic dishonesty – refer to page 39 of the College Calendar.

Study Partner's Name \_\_\_\_\_

Study Partner's Phone Number \_\_\_\_\_

**Grading:**

Missed exams and quizzes will be recorded as “0”. Only students with over 70% on the Quickie Killer Quizzes will be considered for the privilege of writing exams and quizzes late – at the beginning of the next class.

The following scale, subject to change, will determine the final course grade:

|                   |     |
|-------------------|-----|
| Tests             | 80% |
| Assignments       | 10% |
| Oral Presentation | 10% |
| QKQ               | 0%  |
|                   | 100 |

**BUSINESS ENGLISH GRADING SCALE**

What is an acceptable competency level in business English? How many errors can you have in a letter, business report, memo, and still use it? Of course, the correct answer is zero—there should be no errors. As future professional office workers, you should always strive for excellence in business English.

However, you are students of English and are still learning; therefore, the following scale will be used.

| Alpha Grade | Percentage Conversion | Instructors submit grades to the Registrar's office, which then converts them to a 4-point scale. |
|-------------|-----------------------|---|
| A+          | 90-100                |   |
| A           | 85-89                 |   |
| A-          | 80-84                 |   |
| B+          | 76-79                 |   |
| B           | 73-75                 |   |
| B-          | 70-72                 |   |
| C+          | 67-69                 |   |
| C           | 64-66                 |   |
| C-          | 60-63                 |   |
| D+          | 55-59                 |   |
| D           | 50-54                 |   |
| F           | 0-9                   |   |

If you experience difficulty you should ask questions and see your instructor for extra help.