

**GRANDE PRAIRIE REGIONAL COLLEGE  
ADMINISTRATIVE TECHNOLOGY  
COURSE OUTLINE**

**OA1040B3 COMMUNICATIONS II**

**Prerequisite:** OA1030 Business Communications I

**Instructor:** Judy Johnstone ~ jjohnstone@gprc.ab.ca  
C202 - 539-2966

**Textbook:** Guffy and Burke, Canadian Business English, Third Edition, Scarborough: Nelson Canada, 2003.

Ettinger and Perfetto, Communication for the Workplace, Second Edition, New Jersey: Prentice-Hall, Inc., 2001.

A good dictionary (Random House)

The Gregg Reference Manual, Sixth Canadian Edition.

**Course Description:** Focuses on the techniques of writing different types of letters, memos, and short reports. Emphasizes oral communication, grammar, punctuation, and proofreading skills.

**Course Objectives:**

1. To pursue the study of English grammar and usage in depth, especially as it applies to business communications.
2. To concentrate on developing proficiency in applying principles of style in business writing; i.e., letter, reports, memos.
3. To learn how to give short oral presentations.
4. To provide experience in organizing and presenting informed reports, letters, and memos.

**Grading:**

1. Assignments are due on the dates specified by the instructor. Assignments may be handed in early; but only in exceptional circumstances may assignments be handed in late.

2. The final course grade will be determined by the following scale:

Letters and Memos	24
Chapter Assessments	36
Short Individual Reports	10
Oral Presentations	15
Proofreading & Grammar	40
Final Exam	<u>25</u>
Total	150

3. Totals will be changed to percentages. Final grades will be expressed in a letter grade as shown in the following scale..

<b>Less than 50%</b>	<b>F</b>
<b>50 - 54%</b>	<b>D</b>
<b>55 - 59%</b>	<b>D+</b>
<b>60 - 64%</b>	<b>C-</b>
<b>65 - 69%</b>	<b>C</b>
<b>70 - 74%</b>	<b>C+</b>
<b>75 - 79%</b>	<b>B-</b>
<b>80 - 84 %</b>	<b>B</b>
<b>85 - 89%</b>	<b>B+</b>
<b>90 - 94 %</b>	<b>A-</b>
<b>95 - 98 %</b>	<b>A</b>
<b>99 - 100%</b>	<b>A+</b>

**Student Requirements: ATTENDANCE IS MANDATORY!!!!**

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of ADebarred from Exam.@ (See College calendar, p. 29)

2. If you must miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
3. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
4. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before the date.
5. Plagiarism will not be tolerated.
6. All major assignments must be completed in order to complete this course.

**WINTER 2004**

**OA1040B3 - SCHEDULE WINTER 2004**  
**(Tentative - Subject to Change)**

<b>J5</b> Orientation	7 CO - Course Management -	9 Chapter 1 - Job Skills Series
12 Hand in Proofreading Chs 2&3 Guffy	14 Ch 1	16 Ch 1 - Hand in Assessment
19 Chapter 2 - Job Series Hand in Proofreading Chs 4&5 Guffy	21 Ch 2	23 Ch 2 - Hand in Assessment
26 Chapter 3 - Job Series Hand in Proofreading Chs 6&7 Guffy	28 Ch 3	30 Ch 3 - Hand in Assessment
<b>F2</b> Chapter 4 - Job Series Hand in Proofreading Chs 8&9 Guffy	4 Ch 4 - Hand in Assessment	6 Chapter 5 - Job Series
9 Ch 5 - Hand in Assessment Hand in Proofreading Chs 10&11 Guffy	11 Chapter 6 - Job Series	13 Ch 6 - Hand in Assessment
16 Family Day	18 <b>WINTER BREAK</b>	20 <b>WINTER BREAK</b>
23 Chapter 7 - Job Series Hand in Proofreading Chs 12&13Guffy	25 Ch 7 - Hand in Assessment	27 Instruction for Orals
<b>M1</b> -Chapter 8 - Job Series Hand in Proofreading Chs 14&15Guffy	3 1 <sup>st</sup> Orals begin	5 Orals
8 Orals Hand in Proofreading Chs 16&17 Guffy	10 Orals	12 Ch 8 - Hand in Assessment
15 Chapter 9 - Job Series Hand in Proofreading Chs 18&19 Guffy	17 Instruction for Reports	19 Instruction For Reports
22 Ch 9 - Hand in Assessment Hand in Proofreading Chs 20 Guffy	24 Chapter 10 - Job Series	26 Ch 10 - Hand in Assessment <b>SHORT REPORT DUE</b>
29 Chapter 11- Job Series	31Orals	<b>A2</b> Ch 11 - Hand in Assessment Orals
5 Orals	7 Orals	9 <b>GOOD FRIDAY</b>
12 Chapter 12 - Job Series	14 Ch 12	16 Ch 12 - Hand in Assessment Last day of Winter Semester Classes