

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

**OA1030A2 – BUSINESS COMMUNICATIONS I (3)
(5-0-0)**

PREREQUISITE Nil

SESSION DETAILS FALL 2003

INSTRUCTOR EVANS FORSYTH eforsyth@gprc.ab.ca
PHONE: (780) 539-2004
OFFICE: C415

TEXT Smith, Laila R., English for Careers, Eight Edition, New Jersey: Prentice Hall, 2001, and Student Prep Book.

Random House Dictionary

Sabin, William A., et. Al. The Greg Reference Manual, Fifth Canadian Edition, Toronto: McGrawHill Ryerson, 1999. (Optional for this course – but a good reference to have).

COURSE DESCRIPTION This course will help you develop editing, proofreading, and writing skills for effective business communication. Topics covered include: dictionary use and understanding words, spelling and vocabulary development, grammar, sentence punctuation, and pronunciation. You will be able to communicate in Standard English – a style that contributes to success and advancement in careers requiring excellent communication skills.

- COURSE OBJECTIVES**
- A. DICTIONARY USE AND UNDERSTANDING WORDS:
1. Analyze words and determine meaning
 2. Understand the wealth of information in a dictionary and use it effectively and efficiently
 3. Select appropriate word/words in communication
 4. Correctly use the rules of word division
- B. SPELLING AND VOCABULARY DEVELOPMENT
1. Spell and define words
 2. Correctly use the rules of capitalization

- C. SENTENCE ANALYSIS AND CORRECT USE OF GRAMMAR
1. Identify sentence structures for the purpose of using the correct forms of grammar
 2. Know the parts of speech and use them correctly in their own writing and editing and proofreading material

D. PUNCTUATION AND NUMBERS

1. Correctly use the rules of punctuation and numbers in writing, editing, and proofreading

**STUDENT
REQUIREMENTS**

1. ATTENDANCE IS MANDATORY.
2. Students are expected to come to class with ALL assignments and reading completed.
3. Missed exams and quizzes will be recorded as "0". Only students with over 50% on the Quickie Killer Quizzes, will have the privilege of writing exams and quizzes late – at the beginning of the next class.
4. 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.

Study Partner's Name _____

Study Partner's Phone Number _____

GRADING

Any make up tests are at the discretion of the instructor.

The following scale will determine the final course grade:

Assignments and Chapter Tests	50%
Mid-Term	20%
Quickie Killer Quizzes	0%
Final Exam	30%

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 ask for extra help.

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