

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

J. Johnstone

OA 104 - BUSINESS COMMUNICATIONS II

- TEXT: Impact: A Guide to Business Communication, Second Edition, Margot Northey
Basic Business English, Second Edition, Robert E. Barry
Canadian Secretaries Handbook
Workbook for the Canadian Secretary's Handbook, Lynda Davis
- PREREQUISITE: OA 103 - Business Communications I, or consent of instructor.
- COURSE DESCRIPTION: Applies the principles learned in OA 103 to the techniques of writing different types of letters, memos, and short reports. Emphasizes oral communication, 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., Letters, 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. Attendance will be taken at each class.
 2. 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.
 3. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment.
 4. Plagiarism will not be tolerated.

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

Letters/Memos	20%
Two (2) Oral Presentations	20%
Two (2) Informal Reports	20%
Punctuation and Numbers Tests	10%
Homework Exercises	10%
In-class Exercises	10%
Short Final Exam	<u>10%</u>
	100%

6. All grades will be expressed on a 9-point scale.
7. All assignments except the exercises must be typed.
8. All major assignments must be completed in order to complete this course.