

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

SEP. 12 2001

E. Forsyth

OA1030A - BUSINESS COMMUNICATIONS 1

TEXT:

Smith, Leila R. English for Careers. Seventh Edition. New Jersey: Prentice Hall, 1999. and the Student Prep Book.

Sabin, William A., et. al. The Greg Reference Manual. Fifth Canadian Edition. Toronto: McGraw-Hill Ryerson, 1999. (Optional)

Random House Webster Dictionary

PREREQUISITE:

Nil

COURSE DESCRIPTION:

This course will help you develop editing, proofreading, and writing skills for effective business communications. Topics covered include: dictionary use and understanding words, spelling and vocabulary development, grammar, sentence punctuation, and numbers.

Upon completing this course you will write and speak according to Standard English usage including principles of word choice, spelling, sentence construction, grammar, 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 in assigned lists
2. Use correctly 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 in editing and proofreading of material

D. PUNCTUATION AND NUMBERS

- Use correctly the rules of punctuation and numbers in writing, editing, and proofreading.

STUDENT REQUIREMENTS:

- ATTENDANCE IS MANDATORY
- 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.

Study Partner's Name _____

Study Partner's Phone Number _____

- All EXAMS are to be written on the assigned date.

GRADING:

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

The following scale will determine the final course grade:

Assignments and Tests	60%
Mid-Term	20%
Final Exam	20%

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:

PERCENT	SCALE
90 - 100	9 Excellent
80 - 89	8 Excellent
72 - 79	7 Good
65 - 71	6 Good
57 - 64	5 Pass
50 - 56	4 Pass
45 - 49	3 Fail
26 - 44	2 Fail
00 - 25	1 Fail

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

INSTRUCTOR:

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