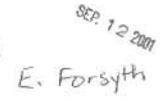
# GRANDE PRAIRIE REGIONAL COLLEGE OFFICE ADMINISTRATION COURSE OUTLINE



## 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, McGrawHill Ryerson, 1999 (Optional)

Random House Webster Dictionary

#### PREREQUISITE:

Nd

### COURSE DESCRIPTION:

This course will help you develop editing, proofreading, and writing sxills 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
- 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:

- 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 pans of speech and use them correctly in their own writing and in editing and proofteading of material

### D. PUNCTUATION AND NUMBERS

 Use correctly the rules of punctuation and numbers in writing lediting, and proofreading

#### STUDENT REQUIREMENTS:

- 1 ATTENDANCE IS MANDATORY
- Students are expected to come to class with ALL assignments and reading completed.
- 3 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	

4 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%
Mig-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	SC	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:

Evans Forsyth
Office E415

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