

**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 Student Prep Book.

Sabin, William A., et. al. The Greg Reference Manual, Fifth Canadian Edition, Toronto: McGrawHill Ryerson, 1999.

Random House Webster Dictionary

**PREREQUISITE:**

Nil

**COURSE DESCRIPTION:**

Develops editing, proofreading, and writing skills necessary for effective business communications through the study of the use of the dictionary and understanding of words, spelling and vocabulary development; grammar; sentence punctuation; and numbers.

Upon completing this course you will write and speak according to Standard English usage principles of word choice, spelling, sentence construction, grammar, punctuation, and pronunciation. You will communicate with the English 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

1. use correctly 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. 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 final course grade will be determined by the following scale.

|                       |     |
|-----------------------|-----|
| 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 based on 25 questions.

| ERRORS | SCALE     |
|--------|-----------|
| 1 - 2  | 9         |
| 3 - 4  | 8         |
| 5 - 6  | 7         |
| 7 - 8  | 6         |
| 9 - 10 | 5         |
| 11-12  | 4         |
| 13-14  | 3 Failure |
| 15-16  | 2         |
| 17+    | 1         |

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

#### INSTRUCTOR:

Evans Forsyth  
Office: C415  
Office Telephone: 539-2009  
Home Telephone: 532-1031