

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

OA 1030 - BUSINESS COMMUNICATIONS I

*Jones*  
*12/96*  
*U. S. L. S.*  
*1996*  
*J. Nicolson*

**TEXT:** Smith, Leila R., and Margaret H. Taylor, English for Careers, Sixth Edition, New Jersey; Prentice Hall, 1996.

Student Prep Book

Sabin, William A., The Gregg Reference Manual, Third Edition; Ontario; McGraw-Hill Ryerson Ltd., 1986.

A Good 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 skill.

**COURSE OBJECTIVES:**

A. The Use of Dictionary and Understanding Words

The student shall be able to:

1. analyze words and determine meaning
2. understand the wealth of information in a dictionary and use it efficiently and effectively
3. select appropriate word/words in communication
4. correctly use the rules of word division.

B. Spelling and Vocabulary Development

The student shall be able to:

1. spell and define words in assigned lists
2. use correctly the rules of capitalization.

C. Sentence Analysis and Correct Use of Grammar

The student shall be able to:

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

The student shall be able to:

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

**STUDENT REQUIREMENTS**

- Regular attendance is required.
- Students participating in all learning activities can excel in their studies.
- Poor attendance, late arrivals, or early departures decrease the chance of success and disrupt the learning experience for other students.
- Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name: \_\_\_\_\_

Study Partner's Phone Number: \_\_\_\_\_

**ATTENDANCE:**

Attendance will be taken at each class.

**ASSIGNMENTS/  
COURSE WORK:**

Assignments and tests missed will be recorded as zero. Make-up assignments and tests are at the discretion of the instructor.

**GRADING:**

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

Assignments/Quizzes	30%
Section Tests	40%
Mid-Term	10%
COURSE FINALS	20%

All grades will be expressed in the 9 point system.

What is an acceptable competency level in 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 as students of English are still learning; therefore, the following scale will be used.

1 - 2 errors	- 9
3 - 4 errors	- 8
5 - 6 errors	- 7
7 - 8 errors	- 6
9 - 10 errors	- 5
11 - 12 errors	- 4
13 - 14 errors	- 3
15 - 16 errors	- 2
17 - 18 errors	- 1
19 +	- 0

**INSTRUCTOR:**

(Dr.) Irene Nicolson

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