GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 1040 - COMMUNICATIONS II

TEXT: VanHuss, Susie H., Basic Letter and Memo Writing, Third Edition, Cinncinnati: South-Western Publishing Co., 1993

Pittman Office Handbood, 1988

A Good Dictionary (Random House)

PREREQUISITE: OA 1030

COURSE DESCRIPTION: Applies the principles learned in OA 1030 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.

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

Exercises	10%
Short reports	20%
Letters/Memos	20%
Oral Presentations	15%
Mid-term	15%
Final	20%
	100%

6. Final 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.

COURSE POLICY:

1. Attendance is not necessary; however, attendance will be taken at each class.

2. Assignments are due on the dates set 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.

5. All assignments must be typed.

6. All major assignments must be completed in order to complete this course.

WINTER 1994