

**GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE**

**OA 1040 - COMMUNICATIONS II**

**TEXT:**

Essentials of Business Communication; Guffey, Mary Ellen and Nagel; Brendan; First Canadian Edition, Boston; Nelson Canada, 1994

The Gregg Reference Manual, Sabin & O'Neil; Third Canadian Edition, McGraw-Hill Ryerson Ltd.; 1986

A Good Dictionary (Random House)

**PREREQUISITE:**

OA 1030 or permission from Instructor

**COURSE  
DESCRIPTION:**

Applies the principles learned in OA 1030 to the techniques of writing effective letters, memos, and short reports. Emphasizes oral communication, punctuation, and proofreading skills.

**COURSE**

**OBJECTIVES:**

1. To learn English grammar and apply it to business communications.
2. To develop proficiency in applying the principles of style in business writing applications.
3. To practice giving short oral presentations and become an active and effective listener.
4. To practice organizing and presenting informed reports, letters, and memos.
5. To develop skills in critiquing and revising business documents to achieve clarity, correctness, tone, and effectiveness.
6. Understand cultural differences and their importance in communications.
7. To develop and perfect proofreading skills.

**ATTENDANCE/  
GRADING:**

1. Attendance will be taken at each class.  
  
Students are responsible to get homework assignments and handouts from learning partner. Students who miss more than one class should notify the instructor.
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 is not tolerated and will result in a zero (0) on the assignment. See College calendar p. 29 for information.
5. The final course grade will be determined on the following scale:

Exercises	20%
Short reports	20%
Letters/Memos	20%
Oral Presentations	20%
Final	<u>20%</u>
	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.