



Grande Prairie Regional College
School of Health, Wellness & Career Studies
Department of Business & Office Administration

COURSE OUTLINE – Fall 2016

OA1030 Business Communications I 3(4.5-0-0) 67.5 Hours

Instructor Cara Leaf

Phone 539-2879

Office C411

E-mail cleaf@gprc.ab.ca

Office Hours W/F/ 11:30-12:30 Or
Anytime By Appointment

CALENDAR DESCRIPTION:

This course will help you develop editing, proofreading, and writing skills for effective business communications. 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

PREREQUISITE(S):

None

REQUIRED TEXT/RESOURCE MATERIALS:

Smith, Leila R., *English for Careers*, 11th Edition. Upper Saddle River, New Jersey: Pearson Prentice Hall, 1999.

Random House Webster Dictionary

DELIVERY MODE(S):

Lecture

CREDIT/CONTACT HOURS:

3 credits/67.5 contact hours

COURSE OBJECTIVE

The primary objective of OA1030 is to improve communication skills (fundamental grammar skills). Knowing the parts of speech, using them correctly, and understanding how they relate to one another is an important step in creating strong writing skills. Upon successful completion of the course, students should be able to:

- identify the eight parts of speech and understand the function of each part of speech.
- understand different vocabulary terms that will allow them to participate in analyzing grammar usage and sentence structure
- compose complete sentence (simple, compound, and complex)
- correctly spell commonly misspelled words.
- apply Standard English grammar and mechanics to compose or edit text.

LEARNING OUTCOMES:

When discussing grammar usage, students will have the skills to define different parts of speech and describe their usage in a sentence.

When composing business documents, students will correctly apply grammar mechanics and sentence structures.

TRANSFERABILITY:

Warning: Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Chapter Assignments–	10%
Quizzes & Tests –	35%
Will consists of chapter and topic tests	
Midterm --	25%
Final Exam –	30%

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is less than C-.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

STUDENT RESPONSIBILITIES:

Refer to https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

**Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND STUDENT CONDUCT

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

**Note: all Academic and Administrative policies are available on the same page.

Course Schedule/Tentative Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading & Objectives</u> *Refer to our Moodle page each week for detailed instructions & Due Dates
Week 1 Aug 31- Sept 2	Introduction to the Course	Read through all important introductory information on our Moodle Course Page
Week 2 Sept 6-9	References and Resources	Read Chapter 1 After completing Chapter 1, you will be able to do the following: <ol style="list-style-type: none"> 1. Acquire the "dictionary habit"—using dictionaries regularly to improve vocabulary, word choices, spelling, and pronunciation. 2. Locate and select the full range of information provided in dictionaries. 3. Choose a dictionary that best meets your needs for everyday use. 4. Select print and online thesauruses to broaden your vocabulary, expand your use of language, and improve your writing style. 5. Select a reference manual to revise content and correct errors in your writing.
Week 3 Sept 12- 16	Parts of Speech	Read Chapter 2 After completing Chapter 2, you will be able to do the following: <ol style="list-style-type: none"> 1. Name and define the eight parts of speech. 2. Select the correct forms of words as different parts of speech when writing sentences. 3. Apply your knowledge of the parts of speech to English principles in your speaking and writing.
Week 4 Sept 19- 23	Mastering Nouns	Read Chapter 4 After completing Chapter 4, you will be able to do the following: <ol style="list-style-type: none"> 1. Form regular and irregular plurals of nouns. 2. Form plurals of compound nouns. 3. Capitalize proper nouns correctly. 4. Correctly spell, pronounce, and use the words presented in this chapter.
Week 5 Sept 26- 30	Mastering Possessives	Read Chapter 5 After completing Chapter 5, you will be able to do the following: <ol style="list-style-type: none"> 1. Show the possessive relationship between nouns. 2. Correctly form possessives of singular and plural nouns. 3. Correctly form possessives of compound nouns. 4. Select the possessive form to write clear and concise sentences.

<p>Week 6 Oct 3-7</p>	<p>Pronouns</p>	<p>Read Chapters 6 & 7</p> <p>After completing Chapters 6 & 7, you will be able to do the following:</p> <ol style="list-style-type: none"> 1. Select the correct forms of pronouns to substitute for nouns and other pronouns. 2. Identify pronouns used as subjects and objects. 3. Correctly form possessives of pronouns. 4. Distinguish confusing possessive pronouns and contractions. 5. Define and select correct forms of indefinite pronouns. 6. Select pronouns to make your writing free of gender bias and vague references.
<p>Week 7 Oct 11-14</p>	<p>Mastering Verbs</p>	<p>Read Chapters 8 & 9</p> <p>After completing Chapters 8&9, you will be able to do the following:</p> <ol style="list-style-type: none"> 1. Identify verb forms in sentences. 2. Form verb tenses correctly when writing sentences. 3. Explain the difference between regular and irregular verbs. 4. Recognize irregular verbs and use the dictionary to find their correct forms. 5. Select subjects and verbs that agree in number and person. 6. Correct your speech and writing to avoid common verb errors and bad habits.
<p>Week 8 Oct.17-21</p>	<p>Adjectives & Adverbs</p>	<p>Read Chapters 10</p> <p>After completing Chapter 10, you will be able to do the following:</p> <ol style="list-style-type: none"> 1. Explain the difference between adjectives and adverbs, and use them correctly. 2. List pointing adjectives and articles, and use them correctly. 3. Select correct forms of adjectives and adverbs to express comparisons.
<p>Week 9 Oct 24-28</p>	<p>MIDTERM</p>	<p>This week you will have two practice Midterms to complete and then you will complete the Midterm</p>
<p>Week 10 Oct 21-Nov4</p>	<p>Sentence Fundamentals</p>	<p>Read Chapters 3</p> <p>After completing Chapter 3, you will be able to do the following:</p> <ol style="list-style-type: none"> 1. Identify the parts of complete sentences. 2. Define independent and dependent clauses. 3. Identify and correct sentence fragments, run-ons, and comma splices. 4. Identify and correctly punctuate transitional words and expressions in sentences.

		5. Write complete sentences to achieve clarity and emphasis.
Week 11 Nov 7-9 <i>(Holiday Nov 10 & 11)</i>	Using Commas Correctly	Read Chapters 11 After completing Chapter 11, you will be able to do the following: 1. Use commas correctly to separate a series of items or adjectives in sentences. 2. Apply commas correctly to join parts of sentences. 3. Properly place commas in sentences that contain names of locations and people, dates, abbreviations, quotations, and numbers.
Week 12 Nov 14-18	Punctuating Sentences	Read Chapters 12 After completing Chapter 12, you will be able to do the following: 1. Apply commas, semicolons, and colons correctly to separate parts of sentences. 2. Apply sentence ending punctuation (the period, question mark, and exclamation point) correctly. 3. Apply dashes and parentheses to emphasize and de-emphasize parts of sentences. 4. Apply brackets to set off words and groups of words in sentences.
Week 13 Nov 21-25	Punctuation: The Fine Points	Read Chapters 13 After completing Chapter 13, you will be able to do the following: 1. Use quotation marks correctly 2. Apply various uses of the hyphen, including forming compounds and dividing words 3. Use the apostrophe to show possession and to form contractions
Week 14 Nov 28- Dec 2	Polished Writing Style	Read Chapters 14 After completing Chapter 14 you will be able to do the following: 1. Write complete sentences and avoid fragments and comma splices 2. Write clearly and concisely and improve the style of your writing 3. Know how to construct sentences to achieve parallel parts and avoid misplaced modifiers 4. Apply the use of active and passive voice to achieve appropriate emphasis in your writing
Week 15 Dec 5-9	Final Exam	5. The final exam will be scheduled during the GPRC December exam week

There will be a chapter exam following the completion of each chapter.

The final exam will be given on the scheduled day during the December exam week.