

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

SEP. 12 2001

OA 2040M – COMMUNICATIONS II

Prerequisite: OA 1030 – Business Communications I

Instructor: Judy Johnstone ~ johnstone@gprc.ab.ca ~ C202

Textbook: Guffy Rhodes, Rogin Business Communication, Process and Product, Second Canadian Edition, Nelson Canada, Scarborough, Ontario, 1999

Ellsworth, Keeler English Simplified, Third Canadian Edition, Harper Collins Publishers, Inc., Scarborough, Ontario, 1996.

Exercises for English Simplified

A good dictionary (Random House)

The Gregg Reference Manual, Fifth Canadian Edition.

Course Description: Focuses on the techniques of writing different types of letters, memos, and short reports. Emphasizes oral communication, grammar, 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., letter, 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. 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

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

Letters and Memos	30%
Short Individual Report	10%
Oral Presentations	15%
Portfolio	10%
Proofreading & Grammar	<u>35%</u>
Total	100%

3. Final grades will be expressed on a 9-point scale

Student Requirements: ATTENDANCE IS MANDATORY!!!!!!

Students participating in all learning activities can excel in their studies.

Poor attendance, late arrivals, or early departures decrease the chances of success and disrupt the learning experience for other students.

Assignments and tests are due on the dates set by the instructor only with permission of the instructor may a test be taken late or an assignment be turned in late.

Plagiarism will not be tolerated.

All assignments are to be keyboarded

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 _____

Read your Rights & Responsibilities on page 30-40 of the College Calendar