

**GRANDE PRAIRIE REGIONAL COLLEGE  
ADMINISTRATIVE TECHNOLOGY  
COURSE OUTLINE**

**OA2040M2 - BUSINESS COMMUNICATIONS II  
(3) (5-0-0)**

**Prerequisite:** English 30 or 33, or permission of the instructor

**Instructor:** Judy Johnstone C202-539-6613 [jjohnstone@gprc.ab.ca](mailto:jjohnstone@gprc.ab.ca)

**Textbook:** Guffey and Burke, Canadian Business English, Second Edition, Scarborough: Nelson Canada, 1999.

Fedderson, Parsons, A Case for Writing, Toronto: Harcourt, Brace & Company Ltd.

The Gregg Reference Manual

Random House Dictionary

**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, grammar, sentence punctuation, and numbers.

Focuses on the techniques of writing different types of letters, memos, and short reports.

**Course Objectives:**

A. The use of the Dictionary and Understanding Words

1. The students will be able to:
2. Analyze words and determine their meaning
3. Understand the wealth of information in a dictionary
4. Select appropriate word/words in communication
5. Correctly use the rules of word division

B. Sentence Analysis and Correct Use of Grammar

The students will 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 editing and proofreading of material

C. Punctuation and Numbers

The students will be able to :

1. Use correctly the rules of punctuation and numbers in writing, editing, and proofreading.
2. Develop proficiency in applying the principles of style in business writing; i.e., letters, reports, memos
3. Gain experience in organizing and presenting informed reports, letters, and memos.

**Grading:** Assignments and tests missed will be recorded as 0. No late assignments or rewrites of exams are allowed. **If you consult immediately with your instructor, the grade for a missed unit test may be added to your final test.**

To pass this course you need a minimum grade of 4.

Unit Tests	60%
Letters, Reports, Oral	<u>40%</u>
Total	100%

All grades will be expressed as percentages and the final grade will be converted to the 9-point system.

**Course Policy: ATTENDANCE IS MANDATORY!!!!**

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 3 missed classes may result in a recommendation of Debarred from Exam (See College calendar, p. 35).
2. If you must miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
3. 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.
4. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before the date.
5. Plagiarism will not be tolerated.
6. All major assignments must be completed in order to complete this course.