

# BUS A138: BUSINESS ENGLISH

Item	Value
Curriculum Committee Approval Date	12/02/2015
Top Code	050100 - Business and Commerce, General
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

## Course Description

Principles of editing written communication applicable to business. Emphasis on fundamentals of grammar and sentence structure. Recommended for all business majors. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Demonstrate critical business English writing practices including writing concise and coherent sentences and paragraphs, informational business letters, short reports, and e-mail messages.
2. Synthesize major course themes by producing a written paper that identifies the most significant learning experience(s) from the class that students can apply to become more effective in their personal and/or professional lives.

## Course Objectives

- 1. Use a dictionary confidently to determine spelling, meaning, pronunciation, syllabication, accent, word usage, and word history in a business context.
- 2. Define the eight parts of speech.
- 3. Recognize how parts of speech function in business oriented sentences.
- 4. Compose business letter/memo sentences showing words playing more than one grammatical role.
- 5. Convert fragments into complete business letter/memo sentences.
- 6. Recognize basic sentence faults such as commas splices and run-on sentences.
- 7. Complete business sentences in three basic sentence patterns.
- 8. Punctuate statements, commands, questions, and exclamations.
- 9. Recognize four kinds of nouns, spell troublesome plural nouns ending in y, o, and f, recognize and use correctly foreign plural nouns and selected special nouns.

Types Editors Challenge: Editing Email Message on Business Terms; using Business Vocabulary in Interoffice Memos Writing Application: Personal Business Correspondence Nouns Types Spelling of troublesome plurals Foreign plural nouns Possessive Nouns apostrophe construction proper nouns Business Writers Workshop: Application of Writing Effective Sentences in Memos by eliminating redundancy, fragmentation; avoiding opening fillers, and wordy phrases Pronouns As subject and Objects Compound constructions Comparatives Difference between personal possessive and contractions Appositives Reflexive use Antecedents agreement in number and gender use with "or" or "nor" indefinite pronouns collective noun references organization names "who" and "whom" Editors Challenge: Proofreading Memos and Letters Utilizing Proofreaders Marks. Verbs Transitive and Intransitive verbs Linking Verbs Active and Passive Voice Verbs Conversion of passive voice sentences to active voice sentences Moods indicative imperative subjunctive Tenses and Parts present, past, and future tenses present and past participles irregular verbs progressive and perfect tenses Subject Verb Agreement location of subject subjects and verbs joined by "and" an d joined by "or" and "nor" agreement with collective nouns and indefinite pronouns agreement with quantities, fractions, portions, clauses "who" clauses Verbals gerunds and modifiers split infinitives introductory verbal phrases and punctuation participial phrases dangling verbal phrases misplaced modifiers Business Writers Workshop: Learning Techniques for Effective Paragraph Adjectives and Adverbs Comparative and Superlative degrees of regular and irregular adjectives and adverbs Double Negatives With Linking Verbs Punctuation Placement close to words being modified Prepositions Objective-case pronouns as objects Troublesome Prepositions Idiomatic use Conjunctions To join equal parts of a sentence Simple and compound sentences Punctuation Conjunctive Adverbs Parenthetical adverbs Correlative conjunctions Composing sentences using parallel construction with correlative conjunctions To join unequal parts of a sentence Phrases Dependent and Independent clauses Punctuation of parenthetical, essential and non-essential dependent clauses Simple, compound, complex, and compound-complex sentences Converting simple sentences into a variety of more complex patterns Business Writers Workshop: Learning Writing Plan for Memos and Email Messages Punctuation Commas Semicolons and Colons Editors Challenge: Learning Letter Styles Other punctuation periods dashes parentheses quotation marks brackets underscoring exclamation marks question marks Capitalization Numbers Business Writers Workshop: Characteristics of Business Letter and Writing Plan Utilizing Business Vocabulary in Preparation of Short Report Writing

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

## Instructional Techniques

Lecture/discussion/application of topics covered. Concentration on students oral and written participation. Self-checking exercises, collaborative exercises, and peer evaluation. Students ongoing written and oral participation in topics of grammar being covered will be reinforced and enhanced by supervised repetition and intense practice.

## Reading Assignments

Students will spend a minimum of 3 hours per week reading assigned texts and/or other assigned materials.

## Lecture Content

Introduction Reference skills Using Dictionary and other Reference Sources Review of The parts of speech Sentences Elements, Patterns,

## **Writing Assignments**

Students will spend a minimum of 2 hours per week writing papers and assignments.

## **Out-of-class Assignments**

Students will spend a minimum of 3 hours per week completing assignments as required for papers and learning activities.

## **Demonstration of Critical Thinking**

Problem solving exercises, skills demonstrations, written assignments, essays, and multiple choice and written exams.

## **Required Writing, Problem Solving, Skills Demonstration**

Individual student proficiency will be demonstrated in the completion of written homework assignments requiring the writing of sentences and the development of paragraphs demonstrating proper use of business English language skills incorporating each grammar topic covered in class. This writing ability will be reinforced through repetition and intense practice throughout the course.

## **Textbooks Resources**

1. Required Guffey, Mary Ellen. Business English, 9th ed. Ohio: Thomson-Southwest Publishers, 2014