

Mt. San Antonio College
BUSO 5: Business English
Course Preview

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Required Texts:

1. Guffey, M.E., *Business English*, Eleventh Edition
2. A current college-level dictionary such as *The American Heritage Dictionary of the English Language* or *Webster's New World Dictionary*.

Grading Procedure:

Weekly quizzes (15 x 15 pts ea.)/ Writer's Workshops (5 x 5 pts ea.)	25 %
Writing Assignments (6 x 50 points each)	30 %
Unit Examinations (5 x 50 points each)	25 %
Final Examination (includes writing exercise) (200 points)	<u>20 %</u>
	100%

NOTE! ***Since attendance and punctuality are crucial in business, they are stressed in this class. Any student who misses three class sessions will be dropped from the class unless special arrangements are made with the professor. Also pay close attention to the following information. It affects your grade.

Workbook Assignments:

--Only students attending the class session may take the weekly quiz and one half credit will be subtracted from quizzes submitted by students who arrive late or leave at the break.

-- No make-up work is accepted for weekly quizzes. (Note the difference between writing assignments below and weekly quizzes.) If you are concerned about the effect your absence will have on your final grade, see me the week of the absence regarding an extra memo writing assignment.

Writing Assignments and Unit Exams:

-- In emergency situations "make-up" arrangements may be made for writing assignments and unit exams. Students are expected to make advance arrangements for make-up work when possible and to contact me prior to the next class session when advance notice is not possible.

Cheating and Plagiarism:

"The professor who determines that a student has cheated may give the student a failing grade for the assignment, for the course, or may drop the student from the course."

"Plagiarism is a direct violation of intellectual and academic honesty...[It is] representing somebody else's words or ideas as one's own...forms of plagiarism [include] the use of material authored by another person or obtained from a commercial source...without acknowledgment...It may constitute grounds for a failing grade, probation, suspension, or expulsion." (*Mt. San Antonio College Catalog*)

Classroom Etiquette:

Students are expected to act in a professional manner while in the class.

-- Do not read, do homework, or participate in side conversations during lecture, discussion, or group work time.

-- Turn off cell phones and store them off the desk. (Cell phones will be taken from students caught texting during class.)

-- Be on time.

-- Be involved. Listen actively. Join in discussions.

In addition, the Mt.SAC Student Orientation Handbook gives the following tips for success.

-- Make it your goal to have perfect attendance. People are usually able to do what's important to them.

-- Learning is work. The responsibility for learning--the work-- lies with the student. Being a student is your job--your most important, best-paying job; give it as much attention and effort as you give your other obligations.

-- Sit close to the front of the room. Stay away from people who look frivolous or dependent. Decide what impression you wish to make. Try to project interest, enthusiasm, and patience.

Course Description:

"Apply English grammar and punctuation rules to the writing of basic business paragraphs, memos, and letters."

Section: #41926, Wednesday, 7:00-10:10 p.m., Rm. 17-9

Prerequisites: Satisfactory score on ASSET Test or English 67 with a grade of "C" or better.

Course Objectives:

1. To build clear, grammatically correct sentences that would prove acceptable and effective in contemporary business writing.
2. To understand and apply those punctuation rules that tend to give one's writing maximum clarity.
3. To recognize the importance and versatility of the topic sentence in a paragraph.
4. To develop business-related ideas into unified, coherent paragraphs using correct spelling, grammar, and punctuation.
5. To prepare clear, concise memos using various developmental methods; e.g., description, definition, comparison/contrast, example, and others.
6. To prepare you for Business Communications (BUSO 25), required of all business majors. Your successful completion of both courses will greatly improve opportunities for better jobs and promotions.

Mt. San Antonio College
BUSO 5: Business English (Spring 2014)
Course Outline and Assignment Sheet

Week 1 – February 26

- Class Outline
- Introduction to Business English
 - Chapter 1: Parts of Speech

- Homework
(due 3/5)
- Read Chapter 1
 - Complete the exercises to prepare for a quiz on this chapter
(*Skip Ex. G on p. 16*)

Week 2 – March 5

- Class Outline
- Chapter 2: Sentences: Elements, Varieties, Patterns, Types, Faults
 - Writer's Workshop #1: Developing Proofreading Skills
 - Writer's Workshop #2: Writing Effective Sentences
 - Review for Unit Exam #1 (Chapters 1-2)

- Homework
(due 3/12)
- Read Chapter 2 and Writer's Workshops #1 (p. 42) and #2 (pp. 100-104)
 - Complete the exercises to prepare for a quiz on this chapter
(*Skip Ex. E on p. 33*)
 - Study for Unit Exam #1 (Chapters 1-2).
Bring Scantron #882 and #2 pencil
 - Writer's Workshop – Do Skill Check 2.2, and 2.3 (pp. 101, 103-104)
(*Note: Photocopy or tear these pages from the text to turn in*)

Week 3 – March 12

- Class Outline
- Writer's Workshop #3: Effective Paragraphs
 - Writer's Workshop #4: Memos and E-Mail Messages
 - UNIT EXAM #1 (Chapters 1-2)

- Homework
(due 3/19)
- Read Writer's Workshops #3 (pp. 160-164) and #4 (pp. 240-244)
 - Writer's Workshop – Do Skill Check 3.2, and 3.3 (pp. 162, 163)
(*Note: Photocopy or tear these pages from the text to turn in*)
(*Note: Information for Skill Check 3.2 is in Skill Check 3.1 on p. 161*)
 - Writer's Workshop – Do Skill Check 4.1 and 4.2 (pp. 242, 243)
(*Note: Photocopy or tear these pages from the text to turn in*)
 - Writing Assig. #1 - Informational Memo: Write a short memo to a person of your choice (your boss, your neighborhood association, etc.) Follow the principles in the Writer's Workshops.

Week 4 – March 19

Class Outline • Chapter 3: Nouns: Plurals and Possessives

Homework
(due 3/26) • Read Chapter 3
• Complete the exercises to prepare for a quiz on this chapter
(*Skip Ex. D on p. 62, Ex. D on pp. 64-65, and Ex. E on p. 67*)
• Set up interview for memo # 2, due in two weeks.

Week 5 – March 26

Class Outline • Chapter 4: Pronouns
• Review for Unit Exam #2 (Chapters 3-4)

Homework
(due 4/2) • Read Chapter 4
• Complete the exercises to prepare for a quiz on this chapter.
(*Skip Ex. F on pp. 87-88*)
• Study for Unit Exam #2 (Chapters 3-4)
Bring Scantron #882 and #2 pencil
• Writing Assig. #2 - Interview Memo: Interview a business person concerning his/her job. Use the Interview Questions sheet for ideas. Write a short memo to me discussing your impression of the interview and/or something you learned from the interview. Use the principles in the Writer's Workshops.

Week 6 – April 2

Class Outline • Chapter 5: Verbs, Levels I and III
• UNIT EXAM #2 (Chapters 3-4)

Homework
(due 4/9) • Read Chapter 5, Levels I (pp. 108-112) and III (pp. 116-124)
• Complete the exercises for Levels I and III to prepare for a quiz on this chapter.
(*Skip Ex. E on pp. 131-132*)
• Writing Assig. #3 - Rationale Memo: Fill out the Rationale Outline to help you plan your memo and write a short memo to your boss discussing a suggestion and your rationale for it. Follow the principles in the Writer's Workshops.

Week 7 – April 9

Class Outline • Chapter 5: Verbs, Level II
• Chapter 6: Subject-Verb Agreement
• Review for Unit Exam #3 (Chapters 5-6)

Homework
(due 4/16) • Read Chapter 5, Level II (pp. 113-116) and all of Chapter 6
(*Skip Chapter 6 Ex. C on pp. 150-151 and Ex. C on pp. 152-153*)
• Complete the exercises to prepare for a quiz on these chapters.
• Study for Unit Exam #3 (Chapters 5-6)
Bring Scantron #882 and #2 pencil

Week 8 – April 16

- Class Outline
- Chapter 7: Modifiers: Adjectives and Adverbs
 - Writer's Workshop #5: Informational Business Letters
 - UNIT EXAM #3 (Chapters 5-6)

- Homework
(due 4/23)
- Read Chapter 7 and Writer's Workshop (pp. 322-325)
(*Skip Ex. F on p. 185 and Ex. C on p. 187*)
 - Complete the exercises to prepare for a quiz on this chapter.
 - Writer's Workshop - Skill Check 5.1 and 5.2 (pp. 323, 324, 326)
(*Note: Photocopy or tear these pages from the text to turn in*)
 - Write a letter to a company regarding a product (complaint or praise).
Bring a typed, double-spaced rough draft to class.

Week 9 – April 23

- Class Outline
- Chapter 8: Prepositions

- Homework
(due 4/30)
- Read Chapter 8.
 - Complete the exercises to prepare for a quiz on this chapter.
(*Skip Ex. C on p. 208*)
 - Writing Assig. #4 - Company Letter: Edit the letter you wrote last week.
Follow the principles in the Writer's Workshop. Turn in a mail-ready copy along with a stamped envelope addressed to the company. I will mail it.

Week 10 – April 30

- Class Outline
- Chapter 9: Conjunctions
 - Review for Unit Exam #4 (Chapters 7-9)

- Homework
(due 5/7)
- Read Chapter 9.
 - Complete the exercises to prepare for a quiz on this chapter.
(*Skip Ex. D on pp. 225-226 and Ex. E on pp. 229-230*)
 - Study for Unit Exam #4 (Chapters 7-9)
Bring Scantron #882 and #2 pencil

Week 11 – May 7

- Class Outline
- Chapter 10: Commas
 - UNIT EXAM #4 (Chapters 7-9)

- Homework
(due 5/14)
- Read Chapter 10
 - Complete the exercises to prepare for a quiz on this chapter .
(*Skip Ex. C on p. 267*)
 - Writing Assig. #5: Write a letter to a government official stating your view on an issue. Follow the principles in the Writers' Workshops. Turn in a mail-ready copy along with a stamped envelope addressed to the official. I will mail it.

Week 12 – May 14

Class Outline • Chapter 11: Semicolons and Colons

Homework
(due 5/21) • Read Chapter 11
• Complete the exercises to prepare for a quiz on this chapter.
(*Skip Ex. C on p. 287*)

Week 13 – May 21

Class Outline • Chapter 12: Other Punctuation
• Review for Unit Exam #5 (Chapters 10-12)

Homework
(due 5/28) • Read Chapter 12
• Complete the exercises to prepare for a quiz on these chapters
(*Skip Ex. C on p. 313*)
• Study for Unit Exam #5 (Chapters 10-12)
Bring Scantron #882 and #2 pencil
• Writing Assig. #6 - Final Letter: Write a letter to a company or government official. Follow the principles in the Writer's Workshops. Turn in a mail-ready copy along with a stamped envelope addressed to the recipient. I will mail it.

Week 14 – May 28

Class Outline • Chapter 13: Capitalization
• UNIT EXAM #5 (Chapters 10-12)

Homework
(due 6/4) • Read Chapter 13
• Complete the exercises to prepare for a quiz on these chapters
(*Skip Ex. D on p. 350*)

Week 15 – June 4

Class Outline • Chapter 14: Numbers
• Review for Final Exam

Homework
(due 6/11) • Read Chapter 14
• Study for Final Exam

Week 16 – June 11 - FINAL EXAMINATION in our usual classroom at _____