

CLASS NUMBER AND NAME:	EN100A—BUSINESS ENGLISH IA—GRAMMAR
TOTAL HOURS:	25 HOURS—2.5 UNITS
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	<p><i>College English and Communications</i>, 9th, Camp and Satterwhite; Glencoe McGraw-Hill, 2007. (The supplementary workbook for this text is also required.)</p> <p><i>The Gregg Reference Manual</i>, 11th, Sabin, William A.; Glencoe McGraw-Hill, 2011. (The supplementary workbook for this text is also required.)</p> <p>A current dictionary.</p> <p>The student will also need a notebook for taking and keeping class notes.</p>
CLASS DESCRIPTION:	This class will define and utilize grammatical skills as a foundation for clear, organized writing and speaking. Emphasis will be on correct verb usage and nouns (plurals and possessives).
CLASS OBJECTIVES:	<p>The student will review the basic rules of English grammar so that he or she will be able to apply them correctly in spoken and written communication.</p> <p>The student will review the usage of clear grammatically correct communication.</p>
CLASS FORMAT OVERVIEW	<p>The class is a combination of lecture, written exercises and student participation.</p> <p>As lecture and student participation are used as the principal means of instruction, it will be expected that all students will be present every day to take part in class. Work will be assigned from the workbook, which accompanies the text. Please bring books to class each day.</p>
CLASS ATTENDANCE:	It is expected that each student will be in class <u>when class begins</u> . Should the student come in later than <u>five minutes after class</u> begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present—the instructor's decision will be final.

Students must maintain 80% attendance in order to pass the class.

Attendance will be taken every day.

At all times, it will be up to the student to find out what work was assigned while he or she was absent. In-class assignments are given periodically and may not be made up.

All classroom assignments are due at the beginning of the class hour. All students should be prepared to respond in class when called upon to do so. Assignments will be collected periodically. Late homework will not be accepted for credit.

It will be the student's responsibility to learn of any assignments given in class when absent.

TESTING:

A test-out is available to any student who opts to challenge the material covered in the course. The student must score 90% or above to pass. Test-out credit will then be given for the course. The test-out must be completed on Tuesday of week one.

Spelling tests will be given every module. The words to be covered in the test will be taken from a list of most frequently misspelled words in business. Additional vocabulary may be given periodically. The students will be responsible for both the spelling and definitions of vocabulary words.

Tests and quizzes will be given as determined by the instructor.

LATE TESTING:

Tests must be taken on the scheduled day. A 10% penalty will be assessed for late tests.

Make-up tests will be scheduled at the convenience of the instructor.

Retakes may be given at the discretion of the instructor.

GRADING POLICIES:

The final grade will be the result of all tests taken, homework assignments, classroom participation, spelling tests, any quizzes given during the module, and attendance.

The final letter grade will be based on the following percentages:

75% tests and projects

25% attendance and homework

Grading Scale

100 - 90 %	A
89 - 80 %	B
79 - 70 %	C
69 - 60 %	D
Below 60 %	F

ANTICIPATED LEARNING
OUTCOMES:

Upon completing this course, the student will be able to:

1. Identify and correct defects in basic English grammar.
2. Identify problems in syntax and alter the grammar as necessary to create a complete and errorless sentence.
3. Identify and correct errors in basic business-related spelling words.
4. Identify and correct errors in the use of basic business-related vocabulary.
5. Recognize the availability, use, and advantages of reference materials in creating errorless copy.
6. Demonstrate attainment of these learning outcomes by earning a passing score on the tests and quizzes.

CLASS SCHEDULE AND ASSIGNMENTS

The following sections of the text will be covered during this course.

ENGLISH 100-A

LANGUAGE STRUCTURE / PARTS OF SPEECH
THE SENTENCE
VERBS
VERBS—REGULAR AND IRREGULAR
NOUNS: PLURAL FORMS
NOUNS AND PRONOUNS: POSSESSIVE FORMS

EN100A – Business Grammar I Day and Evening Schedule

* CEC = College English and Communications textbook

* SA = Self Assessment homework in CEC

* SAW = Student Activity Workbook

Evening		Day				
6	3	5	Assign Number	In-class activities	Homework	Due Dates
Week 1	Week 1	Week 1	1	Welcome, Introductions Spelling Test #1 Pre-test	CEC pp. 84-87 SA 4.1 A & B	
			2	8 Parts of Speech Nouns, Pronouns, Verbs	CEC pp. 87-90 SA 4.1 C & D	
			3	8 Parts of Speech Adjectives, Adverbs, Prepositions, Conjunctions, Interjections	CEC pp. 92-94 SA 4.2 A & B SAW 4.1 A	
			4	The Sentence Subjects, Predicates	Practice for Spelling Test	
Week 2	Week 1	Week 2	5	Spelling Test #1	CEC pp. 94-96 SA 4.2 C & D	
			6	Spelling Test Pre-test #2 Predicates / Normal Sentence Order Types of Sentences	CEC pp. 96-99 SAW 4.2 A, B, D	
			7	Clauses and Phrases Sentence Fragments	Study for Test sections 4.1 & 4.2 EC: SAW 4.2 C, E, F	
Week 3	Week 2	Week 2	8	AM: Test Review PM: Test on Sections 4.1 & 4.2		
			9	AM: Test on Sections 4.1 & 4.2 Thursday PM: No class, Faculty Meeting	Study for Spelling Test #2	
			10	Spelling Test #2 Review Test	CEC pp. 102-105 SA 4.3 A & B	
			11	Spelling Test Pre-test #3 Verbs – Basics, irregulars	CEC pp. 105-109 SA 4.3 C & D SAW 4.3 A	
			12	Verb forms, Phrases, Tenses	CEC pp. 109-113 SA 4.3 F SAW 4.3 C	

Week 4			13	Irregular Verbs, Being Verbs Transitive/Intransitive Verbs	CEC 113-117 SA 4.3 G & H SAW 4.3 F & G	
			14	Test Review	EC: SAW 4.3 B, D, E Study for Tests	
			15	Spelling Test #3 Test on Section 4.3 – Verbs	CEC pp. 135-140 SA 5.1 A & B	
Week 5	Week 3	Week 4	16	Review Test Spelling List #4 Pre-Test Nouns-plurals	CEC pp. 140-143 SA 5.1 C & D SAW 5.1 A	
			17	Special plurals Nouns ending in “o”, “f”, “fe” Foreign nouns, SA 5.1 B	CEC p 145-148 SA 5.2. A & B	
			18	Possessive forms of nouns Compound nouns	CEC pp. 148-151 SA 5.2 C SAW 5.2 A Study for spelling test #4	
			19	Spelling Test #4 Possessive forms of personal pronouns	Study for test on sections 5.1 & 5.2 EC: SAW 5.1 B, C, D EC: SAW 5.2 B, C	
			20	Review for Test		
Week 6	Week 3	Week 5	21	Test on Sections 5.1 & 5.2		
			22	Return section test	Study for final	
			23	Review for Final		
			24	Final Exam		
			25	Finalizing grades		