



CLASS NUMBER AND NAME:

EN300A—BUSINESS CORRESPONDENCE I

TOTAL HOURS/UNITS:

25HOURS—1 UNIT

PREREQUISITES:

EN100A/B and completion of EN200A and completion or concurrent enrollment in EN200B

TEXTS AND MATERIALS:

College English and Communication, 9th Edition, Camp & Satterwhite; Glencoe McGraw-Hill/Irwin, 2007.

The Gregg Reference Manual, 11th Edition, Sabin, William A., San Francisco: McGraw-Hill Book Company, 2011. (The supplementary workbook is also required.)

USB drive

CLASS DESCRIPTION:

Business correspondence writing with emphasis on formatting, word control, correct grammar and punctuation. The résumé and cover letter are included for employment preparation.

COURSE OBJECTIVES:

The student will apply his/her knowledge of grammar and punctuation to business writing situations.

The student will utilize his/her/document processing skills, proofreading abilities, and critical thinking skills to produce documents used in today's business.

CLASS FORMAT OVERVIEW:

The principal format of this course involves the composition and writing of correspondence as assigned to the students. Seminars on course material will be announced in class.

Students will work in a workplace setting using the instructor and peers as resources.

METHODS OF INSTRUCTION:

As direct supervision of work and the personal discussion of challenges and solutions are used as the principal means of instruction, it will be expected that all students will be present every day to work on assigned correspondence. Assignments will be given in addition to correspondence; therefore, it is important to student success to attend all class sessions, particularly seminars.

CLASS ATTENDANCE:

If a student misses more than 5 classes or is behind 2 letters, he or she will have to retake the class. If a student misses more than 5 classes and completes all the work, his or her grade will be lowered by one entire grade for every 2 absences.

It is expected that each student will be in class when class begins. Roll will be taken at the beginning of class. Students must be in class before 10 minutes

after the class hour starts to be counted present for the class. Students may not check into class before class begins.

Should it be necessary for a student to be late to class or to leave early, the student should notify the instructor ahead of time; it will then be up to the instructor to decide if the student will be counted as present. The instructor's decision will be final.

TESTING:

A final exam and a final project (group and individual) will be given in this class.

LATE TESTING:

A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS.
If a student is not present on the day of a test and has not made arrangements with the instructor to take the test early, the student will automatically be given a 10 percent penalty.

GRADING POLICIES:

Correspondence will be graded as follows:

All assignments will be graded according to the standards of format, mechanics, and necessary content for each type of business correspondence. Each document will be scored according to points assigned against the document for errors.

The point assignments are based on the following per error:

Mechanics:

| | |
|------------------------|-----------|
| Punctuation Errors: | 1/2 Point |
| Capitalization Errors: | 1 Point |
| Formatting Errors: | 1 Point |
| Grammatical Errors: | 2 Points |
| Typographical Errors: | 3 Points |
| Spelling Errors: | 3 Points |
| Hyphenation Errors: | 3 Points |

Content:

| | |
|--------------------------|-----------------------|
| Omissions of Content: | 1 Point |
| Poor Sentence Structure: | 2 Points |
| Late Work: | 2 Points per day late |
| Missing Work: | 12 Points |

Grades on documents will be decided according to total points assigned as follows:

| | |
|---------------|---|
| 0 to 1 Point | A |
| 2 Points | B |
| 3 to 4 Points | C |
| 5 Points | D |
| 6 Points | F |

Students may redo a document that receives five points or higher once for a better score. The average of the two scores will be the final grade on the document. The corrected document must be turned in with the original within two days of its return. If there are more than 3 total redo documents during a term, the document production grade will be lowered one grade. All other grades on correspondence are final.

FINAL GRADE:

The final grades in Correspondence will be the result of all work submitted, class attendance, the final exam, and the final project. The average of all activities will count as the final grade. Class participation will be used when the final average does not truly reflect a student's ability or classwork responsibility or when the final grade average is very close to a higher grade.

The final grade will be based on the following percentages:

| | |
|--|-----|
| Course documents: | 50% |
| Open Notebook Final: | 25% |
| Final Project (Individual and Group):..... | 25% |

The final grade calculated will be based on the following scores:

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

It is important to note that a student cannot exit the Correspondence A course without a résumé approved by Career Services. Career Services will put the student's resume on file.

If the student completes the class work after the module has ended, he or she will receive one grade lower for the class grade for not completing the work within the assigned module.

ANTICIPATED LEARNING OUTCOMES:

After finishing this class, the student should be able to:

1. Identify the various document formats available to the business writer.
2. Organize and develop the information necessary in each document type.

3. Apply the rules of formatting a document to fit the purpose of the correspondence.
4. Recognize and use correctly all rules and forms required in grammar and punctuation as applied to correspondence.
5. Recognize and correct all errors in the typed correspondence.
6. Use proper judgment in the choice of words, use of terms, and application of document form.
7. Use research skills to develop and properly create employment documents.
8. Demonstrate the ability to apply professional practices in interpersonal and written communication.

Correspondence A — 5 Week Daily Schedule

| | WEEK 1 | WEEK 2 | WEEK 3 | WEEK 4 | WEEK 5 |
|----------|--|--|--|---|---|
| M | Seminar Orientation Hackneyed Phrases <i>Informational Bio.</i> Read Pages 343-353 Letter Parts and Formats | Consult/Production Letter 1 Due End of Hour | Consult/Production Letter 3 Due End of hour | Resume Approval by Lucille or Ginny Career Services Please have your resume ready at the beginning of class. | Production Hour Final Project |
| T | Seminar Formatting Letters Bring <i>GRM</i> Read Section 9.1 | Consult/Production Hour Letter 2 Due End of Hour Read Sections 9.5 and 10.2 | Consult/Production Hour Letter 4 Due Read Sects 15.1-15.5 | Production Hour Employment Manual All rough drafts must be submitted for final review | Production Hour Final Project Part A Due Team Letter Due |
| W | Seminar Planning Messages Team Orientation <i>Informational Bio Due</i> Read Section 9.4 | Seminar Responding & Claims Choose 2 letters Team Activity | Seminar Writing Résumés & Cover Letters | Team Activity Cover Letter Resume Thank You Letter Interview Questions References Reviewing Employment Manuals | Open Notebook Final Resource Manual Due Bring Notes and <i>Gregg Reference Manual</i> |
| T | Seminar Informing & Requesting Choose Two Letters Team Activity | Responding & Claims Consult/Production | Consult/Production Hour Rough Draft Cover Letter Due End of Hour | Employment Documents/Résumé Due Note: Your résumé must be approved to complete this class. Read Section 14.2 | Production Hour Final Project Part B Due Individual Letter Due |
| F | On-Site Writing Consultation Letters 1 & 2 Team Activity GRM Page 53 Due | On-Site Writing Consultation Letters 3 & 4 Team Activity GRM Page 54 Due | Beginning of Hour Rough Draft Due of Résumé All Team Members Should Be Present Team Activity GRM Page 55 Due | Seminar Final Projects GRM Page 56 Due | Retake Final Check Grades |

All schedules are subject to change to meet the learning objectives at the discretion of the instructor.

BUSINESS CORRESPONDENCE—ENGLISH 300A—EVENING SCHEDULE

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|-------------------|-------------------|--|---|---|----------------------------|
| 6 Week | 3 Week | | | | |
| Week 1 | Week 1 | Orientation Informational Bio. Read Pages 343-353 Letter Parts and Formats | Formatting Letters Read Section 9.1 Planning Messages Read Section 9.4 | <i>Informational Bio Due</i> Team Orientation Team Activity | Production Hour |
| Week 2 | | <i>Informing & Requesting Letters 1 & 2 Handout</i> | Production Hour Read Sections 9.5 and 10.2 | <i>Letters 1 Due</i> A Team Activity Due | Production Hour |
| Week 3 | Week 2 | Letter 2 due <i>Responding & Claims Letters 3 & 4 Handout</i> | Production Hour | Letter 3 due | Production Hour |
| Week 4 | | Writing Résumés & Cover Letters Employment Manual Letter 4 due | Production Hour | Production Hour | Production Hour |
| Week 5 | Week 3 | Resume Due Cover Letter Due Read Section 14.2 | Production Hour | Team Communication Final Projects All Team Members Should Be Present | Production Hour |
| Week 6 | | Employment Documents AND WORKSHEETS Due GRM 53,54, 55, and 56 Due | Production Hour | Final Projects Due Written Final Individual /Team Letter Due | Retake Final |

All schedules are subject to change to meet the learning objectives at the discretion of the instructor.