LEWIS-CLARK STATE COLLEGE
Business Technology and Service

SPRING 2015

COURSE NUMBER & TITLE          GNBPT 122 Business English
CREDIT HOURS                    3
SEMESTER                        Fall, Spring
INSTRUCTOR                      Verna Studer
Office Hours:                   Tues/Thurs 10 – 11:45 a.m. or by appointment
Office:                         SG 200A
Telephone:                      792-2483
E-mail:                         vstuder@lcsc.edu; verna@studertech.com
CONTACT HOURS                   T-Th-F or M-W-F; 60 hours, unless specified
LAB HOURS                       30, unless specified
MATERIALS REQUIRED              • Business English  UNUSED.
• A planner (you may use one that you already have)
• A current dictionary, at least 70,000 words
• memory stick (can be used for other courses)
• A separate 3-ring binder (1-inch, with dividers) for only Business English

PURPOSE
This course is designed to give students intensive instruction in English grammar and punctuation to
develop effective and correct language usage in business correspondence and communication. This
course delves into more sophisticated grammar usage, the business styles and uses of punctuation,
capitalization, abbreviations and numbers; word usage; methods of writing varied sentences; and
application of all these skills in writing effective paragraphs and short essays. In addition, this course
gives students an opportunity to develop a professional attitude regarding work and attendance.

Note: Business English is the course offered prior to Business Writing. An appropriate Compass score in Writing
Skills is required for entrance into Business English and into most programs in Business Technology & Service. If
the score is lower, students will take the prerequisite, Basic English.
COURSE OBJECTIVES
Upon completion of this course, students will be able to:

1. Identify the basic parts of speech, identify and correct fragments and run-ons, and use this knowledge to write properly constructed sentences.
2. Identify verbs and use them correctly in writing and in oral grammar, based on knowledge of standard and irregular verbs, perfect and progressive tenses, verbals, and voice.
3. Identify the different kinds of pronouns and, based on rules of pronoun/verb agreement and antecedent agreement, use them correctly in written and oral communication.
4. Choose correctly between adjectives and adverbs, and use them correctly with helping verbs and in comparisons.
5. Identify and correct misplaced modifiers and dangling modifiers and avoid using them in writing.
6. Identify and correct faulty parallelism and use parallelism in writing.
7. Identify prepositional phrases and use them to add variety to writing style and to avoid errors in writing.
8. Use correct punctuation including end marks, commas, quotation marks, semicolons and colons, apostrophes, hyphens, underscores, parentheses, and dashes in written communication. In addition, the student will identify and correct misused punctuation.
9. Use the business style of format when capitalizing and writing numbers and abbreviations in business documents.
10. Make effective word choices through application of dictionary, business style references, and spelling skills. Knowledge of commonly confused words and oftentimes omitted words and letters will also be applied.
11. Make use of desk reference manuals as references for grammar rules or for writing format. Gregg is the preferred manual for BUSINESS correspondence.
12. Combine writing techniques with the above skills to produce effective, grammatically correct written communication.
13. Make use of proofreading marks to edit written documents of yours and of other students.
14. Develop a professional attitude regarding quality of work, attendance habits, and diligence.
15. Use word processing program in order to develop keyboarding skills and ability to create and modify work on the computer.
16. Use electronic mail as additional method of written communications.
17. Use teamwork in identifying and correcting mistakes in writing assignments.
18. Use online instruction for additional information about grammar and punctuation.
19. Identify and correct mistakes in Gregg Reference worksheet, using the Gregg Reference manual.
METHODS OF INSTRUCTION

Business English is offered as a hybrid course (incorporating learning in the classroom and online with Blackboard, which I will demonstrate in class). The model which I am using is the Upside-Down Teaching model:

1. The student learns the basic concepts by reading the assignments, watching videos and slide presentations online, and practicing with written reviews.
2. In the classroom, the student will interact with members of the groups and the teacher to practice specific skills and demonstrate learning with quizzes and writing assignments.

The student will learn in three modes: individually, in groups, and in whole group experiences.

**Workbook (Business English) Assignments.** Students are required to complete workbook assignments prior to lecture. The exercises help you determine which areas you must strengthen. (The BB9 course calendar will tell you when to have completed your reading and exercises.)

1. Read the chapter and complete all Practice exercises (answers are in back of workbook).
2. After you have completed the exercises and recognize your weaknesses, you will participate in the class lecture and discussion. During class time you will ask questions for clarification and discussion.
3. After class, complete Review and Mastery tests (at end of chapter).

**Gregg Worksheet Assignments.** Gregg worksheet exercises are ungraded but necessary learning tools for you to learn to use the Gregg reference manual. Complete each worksheet prior to the quiz so that you have had enough opportunity to use the Gregg for the test. The process of completing the worksheets includes these steps:

1. Using a pencil, complete the two-page document with your best guess. (*Consider this step a pretest for you*)
2. Then use the Gregg Reference manual to find the answers to the exercises and make any corrections.
3. Finally, CHECK your answers against the answer key to see if you were correct. Make any changes, notes, or marks in ink.
4. Turn in the assignment with your quiz. You must have turned in the exercises on time in order to earn a grade in Business English.

**Writing Assignments.** Writing assignments are essential methods of learning. By writing response essays, you have the opportunity to apply what you have learned about grammar and punctuation.

1. Write your essay. (*See attached list of Writing Assignment topics and of sample of business writing format. Returning students will use a different list of topics for their writing assignments. Ask your instructor*)
2. Have at least one student proofread and initial the paper, and then
3. **On the day of the quiz,** submit the corrected writing assignment WITH the proofed document.
4. After I grade the writing assignment, I will return the document to you.
5. You will CORRECT and RE-SUBMIT the document to me within a week.
6. I will grade the writing assignment a second (and last) time. I will count the 1st grade twice and the second grade once and then divide by three (EX: \((85*2) + (100)/3 = 90; 90\) is your final grade for the document.)

7. I will return the writing assignment with the FINAL GRADE. Keep the document until the end of the semester. I may ask to see the document later in the semester.

**Ungraded Assignments.** These activities which will not be graded but must be checked off as completed in order for you to earn a grade for the class are: assigned Gregg Worksheets, short pop quizzes, practices, and certain activities in the workbook.

**Work Ethic.** Treat this class like a job by showing up for work on time, being involved in discussions, having your homework completed prior to discussions, and having good attitude.

**Tests.** By preparing for tests and quizzes, you continue to learn. If you do not have good test-taking skills, speak with me about strategies to help you test well.

**METHODS OF EVALUATION**
Your grade is based on quizzes, writing assignments, unit tests, and work ethic. You must earn at least 80 percent (B) to pass from Business English to Proofreading. The following criteria will be used to award letter grades for each unit:

- 90% to 100% = A  
  Quizzes (average of best 8)  
  35%
- 80% to 89% = B  
  Writing Assignments (average of 9)  
  35%
- 70% to 79% = C  
  Midterm/Unit Test (average of 2)  
  25%
- Below 70% = F  
  Work Ethic  
  5%

100%

Document your grades on the attached grade sheet so that at any time during the semester, you can calculate your grade in this course.

**Late Quizzes.** If you miss a quiz, you will not be allowed to take the quiz later without my approval. Do not assume that I will allow you to take the test late. If you are late with a writing assignment or a unit test, you will be docked 5 points from the final score. Each of you who has good attendance and study habits will appreciate this policy and will not suffer from this policy. If you have individual concerns, please speak with me **PRIVATELY** about your special circumstances.

**Late Writing Assignments.** If you do not hand in your writing assignment with the quiz, you will be docked 5 points for being late. If you do not turn the writing assignment before the next one is due, you will receive 0 points for the writing assignment.
ADDITIONAL INFORMATION

WORK ETHIC
In addition to English skills, you must acquire good work habits. For this reason, work ethic is part of your grade. The instructor will award this 5 percent based on an evaluation of characteristics which include but are not limited to: attendance, participation, interest in quality of work, asking questions, cooperation, attitude, and teamwork ability. Please show your instructor through these attributes what a capable employee you could be. Oftentimes, your instructor is contacted for a recommendation by a potential employer.

ATTENDANCE REQUIREMENTS
Attendance in all general education classes will be closely monitored. Your instructor will take attendance every day. In addition, if you feel you MUST miss class, you are expected to contact the Business Technology & Service office that morning, leaving a message for your instructor. The telephone number of the BTS office is: 792-2466. In addition, if you are absent on the day of a quiz, you will forfeit the score of the quiz. Because the instructor recognizes that perfect attendance is not always possible, the instructor will ignore your LOWEST quiz grade over the semester. Only eight (8) quiz scores will be calculated for your final grade.

CELL PHONES
I expect courtesy in the classroom. Please either turn OFF the cell phone or change the ring to buzz (for emergencies) prior to entering the classroom. If you are called and feel that you MUST (for emergencies) use the cell phone, please look at the telephone number but do NOT answer the telephone until you have exited the classroom. In addition, talking on the telephone in the classroom at any time (even after class) is considered discourteous. Please use the telephone OUTSIDE of the classroom.

LEARNING RESOURCE CENTER
The LRC, located in Sam Glenn 218A, provides a computer lab and tutoring services for students in professional-technical programs. Also a printer is available for student use. Hours at the LRC are Monday through Thursday (7:30 a.m. – 6 p.m.) and Friday (7:30 a.m. – 2:30 p.m.) Because LRC hosts study groups and encourages students to assist one another, the LRC is not always a quiet lab, but the coordinator and the tutors do their best to contribute to your learning experience. Talk to the Coordinator if you need assistance with study skills such as note taking, time management, and test taking skills.

STAYING HEALTHY
In order to control the spread of germs and illnesses, BTS has provided hand sanitizers and Kleenexes for each classroom. BTS expects that you will clean your hands when you enter EACH classroom.

INSTRUCTIONS TO CHANGE SCREEN COLOR: Windows 2010

1. Start
2. Control Panel
3. Appearance and Personalization
4. Personalization
5. Change Window Glass Colors
6. Advanced appearance settings…
7. Window Color and Appearance dialogue box
8. Under “Item” at the down arrow, select “Window”
9. To the right of “Window”, select the down arrow under “Color 1”
10. Select “Other”
11. After selecting color you like, copy down the numbers of: Hue, Sat, Lum, Red, Green, and Blue
12. Click Ok in Window Color and Appearance dialogue box
13. Click Ok
14. Save changes
15. Close Control Panel
Consumer Information
In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at http://www.lcsc.edu/student-consumer-information/.

Disability Accommodations
Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

Student Rights and Responsibilities
Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog (http://webdev.lcsc.edu/catalog) and the LCSC Student Handbook (http://www.lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf) for more information.

Accidents/Student Insurance
Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

Enrollment Verification/Attendance
Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

Academic Dishonesty
Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

Illegal File Sharing
Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ web page (http://www.lcsc.edu/student-affairs/student-code-of-conduct/).

Diversity Vision Statement
Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

Disclosures
During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound by law to report what you have told me, such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

Updated January 2014
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<thead>
<tr>
<th>QUIZ</th>
<th>WRITING ASSIGN</th>
<th>MIDTERM FINAL</th>
<th>WORK ETHIC</th>
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</thead>
<tbody>
<tr>
<td>QU1</td>
<td>WA1________/________</td>
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<td>QU2</td>
<td>WA2________/________</td>
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<td>QU3</td>
<td>WA3________/________</td>
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<td>QU4</td>
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<td>WA5________/________</td>
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<td>QU6</td>
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<tr>
<td>QU7</td>
<td>WA7________/________</td>
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Add scores.
Divide by # of Tests
Divide by .35.
________ +
Add scores.
Divide by # of WAs.
Multiply by .35.
________________ +
Midterm X .25
_____ +
Work Ethic X .05
_____
BUSINESS ENGLISH

Writing Assignment Topics

These are the topics for your nine writing assignments. You will find information which will explain the process of writing essays more clearly in your text. Even though the text may talk about writing paragraphs, these writing assignments are in essay format, which includes between three to five paragraphs.

Use Business Report format (according to GREGG). Use 1-inch side margins, 1 ½” or 2” top margin for the first page, and 1” bottom margin. The title should be all-capped and centered. Indent each paragraph ½”. Double space the entire essay.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Topic</th>
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<tbody>
<tr>
<td>WA1</td>
<td>Three benefits of an education for me.</td>
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<tr>
<td>WA2</td>
<td>Three topics that my family and/or friends discuss.</td>
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<td>WA3</td>
<td>Describe a process that you use at work or at home. (Be careful with pronoun point of view: 1st person, 2nd person, 3rd person)</td>
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<tr>
<td>WA4</td>
<td>A description that you would like your employer to write about you some day. (List three positive characteristics about yourself.)</td>
</tr>
<tr>
<td>WA5</td>
<td>Directions from your home to school. (Be careful with numbers, capitalization, and pronoun point of view)</td>
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<tr>
<td>WA6</td>
<td>Three of the most important qualities in an employer.</td>
</tr>
<tr>
<td>WA7</td>
<td>Three important things that you have learned about yourself this semester.</td>
</tr>
</tbody>
</table>

**Due Date:** Each writing assignment is DUE on the day of the QUIZ with the corresponding number. For example, on the day of Quiz 3, turn in Writing Assignment 3. (The finished writing assignment and the proofread and initialed copy is due.) Turn in the writing assignment BEFORE you start your quiz.

**Scoring:** A CHECK (✓) is worth 5 points on writing assignments (3 mistakes x 5 pts = 15, subtracted from 100 points = 85)

**Grading:** Will be explained in class. (2 x 1st grade + 2d grade/3 = final WA grade)
(Use this sample on Quiz 1)

This title is in all-caps, bolded, and centered.

(Only double space between the title and the body. Indent your essay at the beginning of each paragraph. The indentation is ½ inch. Use Times New Roman font style, size 12. On the Home ribbon, Paragraph, select 0 before and after Paragraph, Double. Add two spaces after the endmark of the sentence.) This first paragraph is the introduction to your essay which will tell the reader what your essay is about. A standard short essay includes five paragraphs. The first paragraph introduces the topic. The next three paragraphs (paragraphs 2, 3, and 4) will more fully explain the essay. The final paragraph will summarize the essay.

(Notice that you will continue to double space, even though you have started a new paragraph. Do not add extra spaces.) This paragraph will more fully explain one of the three reasons for this essay. Make an effort to give relatively equal space to each of the three reasons that you will be giving.

This next paragraph will more fully explain the second of the three reasons for this essay. (By the way, check your title which is NOT part of the essay but is only the title. The introductory paragraph may or may not include the words in the title. For example, if you titled your document “Reasons that I am Going to School,” make sure that you tell your reader the topic in your introductory paragraph!

This next paragraph (paragraph 4) will more fully explain the third of the three reasons for this essay.

This final paragraph will summarize what the three reasons (in the three middle paragraphs) were and is the wrap up of the essay. Do NOT add extra reasons here or do NOT add any extraneous comments here. You are finished! Hopefully, you will have written an essay that has filled this entire page. If you have not filled the paper, go back to the three middle paragraphs and add more explanation.

(If the essay continues on the second page, ENSURE THAT THE SECOND PAGE HAS A ONE-INCH TOP MARGIN!)