BGN 71 Course Outline as of Fall 2005

CATALOG INFORMATION

Dept and Nbr: BGN 71 Title: BUSINESS ENGLISH
Full Title: Business English Grammar
Last Reviewed: 4/25/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00 Total Student Learning Hours: 157.50

Title 5 Category:	AA Degree Applicable
Grading:	Grade Only
Repeatability:	00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:	
Formerly:	

Catalog Description:
This course covers the finite points of English grammar usage preparing students for the professional demands of analyzing and writing correct sentences; using correct grammar, punctuation, spelling, and vocabulary in business writing, formal reports, and marketing materials. Includes the use of standard reference sources and proofreader's marks for editing business-related sentences, paragraphs, and documents.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: This course covers the finite points of English grammar preparing students for the professional demands of correct sentences, grammar, punctuation, spelling, and vocabulary as used in formal reports, writing, and marketing materials. Includes using standard reference sources and proofreader's marks. (Grade Only)

Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**			Effective:	Inactive:
CSU GE:	**Transfer Area**			Effective:	Inactive:
IGETC:	**Transfer Area**			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 1998	Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Upon completion of this course, students will be able to:
1. Analyze the underlying structures of the English language including grammar, syntax, phonetics, and socio-linguistic intention.
2. Identify parts of speech in complicated sentences.
3. Differentiate among, examine, and create simple, compound, and complex and compound-complex sentences.
4. Develop grammatically correct sentences including gender correct reference, reflexive pronouns, antecedent references, etc.
5. Punctuate sentences correctly including degrees, subjunctive sentences, "bullets," commas, etc.
6. Spell words correctly, capitalize words correctly, and write numbers according to conventional usage including corporate names, dates, abbreviations, etc.
7. Organize and revise sentences and paragraphs to insure readability.
8. Develop effective electronic messages following traditional writing formats.
9. Employ the use of a dictionary to identify and verify correct word spelling, usage, etymologies, definitions, synonyms, and antonyms.
10. Use a reference manual to locate answers to specific questions when composing sentences, paragraphs, and business-related documents.
11. Proofread written material developed by others, identify errors, and make corrections.

Topics and Scope:

I. History of the English language

- A. Language origins
- B. A brief historical perspective
- C. Word order languages vs. case languages
- D. Why English is such a difficult language to learn and use
  1. English phonetics
  2. spelling
  3. language change

II. Laying the Foundation
- A. Reference skills
  1. dictionary
  2. reference manual
  3. thesaurus
  4. appropriate use of software spelling and grammar checks
- B. Overview of parts of speech
- C. Sentences
  1. elements
  2. patterns
  3. types

III. Parts of Speech
- A. Nouns
- B. Pronouns
  1. personal
  2. antecedents
- C. Verbs
  1. kinds
  2. voices
  3. moods
  4. tenses
  5. verbals
  6. agreement with subject
- D. Adjectives
- E. Adverbs
- F. Prepositions
- G. Conjunctions
  1. coordinate
  2. correlative
  3. subordinate
  4. conjunctive adverbs

IV. Punctuation
- A. Commas
- B. Semi-colons
- C. Colons
- D. Other

V. Writing with Style
- A. Capitalization
- B. Numbers
- C. Word choice
  1. correct spelling
  2. clear vocabulary
- D. Effective sentences
- E. Logical paragraphs
- F. Consistency with "bullets" and lists

G. Effective e-mail techniques

VI. Proofreading
- A. Applying proofreader's marks
- B. Revising copy containing proofreader's marks

VII. Effects of Clear Writing
- A. Sociolinguistics and communications
- B. Value to business of effective communications
- C. Personal gains of clear communications

Assignment:

1. Complete pre- and post-chapter tests.
2. Complete chapter exercises.
3. Write simple, compound, complex, compound-complex sentences.
4. Complete short writing assignments such as paragraphs, memos, and short letters.
5. Study spelling and vocabulary lists.
6. Edit and correct material with proofreader's marks.
7. Quizzes, mid-term and final exams.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework	Writing 30 - 50%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems	Problem solving 15 - 25%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None	Skill Demonstrations 0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Completion, Composition	Exams 30 - 50%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation	Other Category 0 - 20%

Representative Textbooks and Materials:

BUSINESS ENGLISH AT WORK, 2nd Edition, Jaderstrom and Miller
Glencoe/McGraw Hill, 2003
HOW 10: A HANDBOOK FOR OFFICE WORKERS, 10th Edition,
Clark & Clark, South-Western Educational Publishing. 2004
and How 10 Workbook
WEBSTER'S NEW COLLEGIATE DICTIONARY, Merriam-Webster, Inc., 2004.