

**BGN 71 Course Outline as of Summer 2021****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	6	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:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

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. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

**ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1998	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

**COURSE CONTENT**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Recognize and use the correct part of speech when analyzing and writing correct sentences.
2. Use correct grammar, punctuation, spelling, and vocabulary as expected in business writing, formal reports, and marketing materials.
3. Use standard reference sources and proofreader's marks for editing business-related sentences, paragraphs, and documents.

**Objectives:**

Upon completion of this course, students will be able to:

1. Identify parts of speech in complicated sentences.
2. Differentiate among, examine, and create simple, compound, complex, and compound-complex sentences.
3. Develop grammatically correct sentences including gender correct reference, reflexive pronouns, and antecedent references.
4. Punctuate sentences correctly using terminal, internal, and other required punctuation for special circumstances.
5. Spell words correctly, capitalize words correctly, and write numbers according to conventional usage including corporate names, dates, abbreviations, etc.
6. Organize and revise sentences and paragraphs to ensure readability.
7. Develop effective electronic messages following traditional writing formats.
8. Employ the use of a dictionary to identify and verify correct word spelling, usage, etymologies, definitions, synonyms, and antonyms.
9. Use a reference manual to locate answers to specific questions when composing sentences, paragraphs, and business-related documents.
10. Proofread written material developed by others, identify errors, and make corrections.

## Topics and Scope:

### I. Laying the Foundation

#### A. Reference skills

1. dictionary
  - a. print
  - b. electronic
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

### II. Parts of Speech

#### A. Nouns

1. classes
2. spelling correctly
  - a. plural
  - b. possessive

#### 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

### III Punctuation

#### A. Commas

#### B. Semi-colons

#### C. Colons

#### D. Terminal

#### E. Other

### IV. 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
- V. Proofreading
  - A. Applying proofreader's marks
  - B. Revising copy containing proofreader's marks
- VII. Effects of Clear Writing
  - A. Personal gains of clear communications
  - B. Value to business of effective communications

**Assignment:**

1. Complete pre- and post-chapter tests (exercises)
2. Complete chapter exercises
3. Write simple, compound, complex, and compound-complex sentences
4. Complete short writing assignments such as paragraphs, memos, and short letters
5. Edit and correct material with proofreader's marks
6. 14 -30 quizzes and exams including spelling and vocabulary
7. Reading 20 to 30 pages a week

**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.

Write simple, compound, complex, and compound-complex sentences. Complete short writing assignments such as paragraphs, memos, and short letters.

Writing  
30 - 50%

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

Complete chapter exercises. Edit and correct material with proofreader's marks.

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.

14 -30 quizzes and exams including spelling and vocabulary

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 , 12h Edition, Guffey and Seefer, South-Western, Cengage Learning, 2017

HOW 13: A Handbook for Office Workers, 13h Edition, Clark & Clark, South-Western,

Cengage Learning, 2014

Webster's New World College Dictionary, Fifth Edition , Merriam-Webster, 2014, or current online version