

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:**  
In this course, students will study English grammar and usage to prepare students for professional positions. Participants review and use correct grammar, punctuation, spelling, and vocabulary to analyze, compose, and correct written materials. In addition to the text, a reference manual and proofreading marks are introduced for use in editing business-related sentences, paragraphs, and documents (email, memo, letter, report, etc.).

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: In this course, students will study English grammar and usage to prepare students for professional positions. Participants review and use correct grammar, punctuation, spelling, and vocabulary to analyze, compose, and correct written materials. In addition to the text, a reference manual and proofreading marks are introduced for use in editing business-related

sentences, paragraphs, and documents (email, memo, letter, report, etc.). (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 parts of speech when analyzing and writing sentences.
2. Use correct grammar, punctuation, spelling, and vocabulary when preparing business documents, reports, and marketing materials.
3. Use dictionaries, thesauri, handbooks and proofreading marks for editing business-related sentences, paragraphs, and documents.

### **Objectives:**

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

1. Identify parts of speech.
2. Differentiate among, examine, and create simple, compound, complex, and compound-complex sentences.
3. Develop grammatically correct sentences including number- and gender-correct references, reflexive pronouns, and antecedent references.
4. Punctuate sentences correctly using terminal, internal, and other required punctuation.
5. Spell and 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. Proofread and revise written work using writing resources such as online dictionaries, thesauri, and reference manuals.
8. 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 checkers

## B. Overview of parts of speech

## C. Sentences

1. Elements
2. Patterns
3. Types

## II. Parts of Speech

### A. Nouns

1. Classes
2. Spelling and using 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 and Adverbs

1. Positive, comparative, superlative

### E. Adverbs

### F. Prepositions

### G. Conjunctions

1. Coordinate
2. Correlative
3. Subordinate
4. Conjunctive adverbs

## III Punctuation

### A. Commas

### B. Semicolons

### C. Colons

### D. Terminal (period, question mark, exclamation point)

### E. Other (apostrophes, brackets, dashes, hyphens, parentheses, quotation marks, symbols)

## IV. Writing with Style

### A. Capitalization

### B. Numbers

### C. Word choice

1. Correct spelling
2. Appropriate vocabulary

### D. Effective sentences

### E. Coherent paragraphs

### F. Consistency with bullets and lists

- G. Effective e-mail techniques
- V. Proofreading
  - A. Applying proofreading marks
  - B. Revising copy containing proofreading marks
- VII. Effects of Clear Writing
  - A. Personal gains of clear communications
  - B. Value of effective business communications

### Assignment:

1. Pre- and post-chapter tests (exercises)
2. Chapter exercises
3. Short writing assignments such as sentences, paragraphs, emails, memos, and short letters
4. Edit and correct material with proofreading marks
5. Quizzes and exams
6. Reading
7. Optional: Participate through in-class discussions or postings and responses to online discussions.

### 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.

Short writing assignments

Writing  
30 - 50%

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

Chapter exercises; edit and correct material with proofreading 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.

Quizzes and exams

Exams  
30 - 50%

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

Participate through in-class discussions or postings and responses to online discussions

Other Category  
0 - 20%

**Representative Textbooks and Materials:**

Business English, 13th Edition, Guffey and Seefer, Cengage Learning, 2020

HOW 14e: A Handbook for Office Workers, 14th Edition, Clark & Clark, Cengage Learning, 2017

Merriam-Webster Online Dictionary ([merriam-webster.com](https://www.merriam-webster.com))

Instructor prepared materials