

CATALOG INFORMATION

Dept and Nbr: ADLTED 766.7 Title: WORKPLACE WRITING  
Full Title: Workforce Preparation 7: Introduction to Workplace Writing  
Last Reviewed: 2/28/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	8	Lecture Scheduled	0
Minimum	0	Lab Scheduled	3.00	2	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	24.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 24.00

Title 5 Category: Non-Credit  
Grading: Non-Credit Course  
Repeatability: 27 - Exempt From Repeat Provisions  
Also Listed As:  
Formerly:

**Catalog Description:**  
Students will use common workplace vocabulary and terms, as they apply to writing in sentences, paragraphs, and short letters, memos, instructions, or emails. This course includes a review of basic English fundamentals emphasizing correct grammatical usage, correct sentence construction, punctuation, and spelling.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Course Completion of ADLTED 766.6

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Students will use common workplace vocabulary and terms, as they apply to writing in sentences, paragraphs, and short letters, memos, instructions, or emails. This course includes a review of basic English fundamentals emphasizing correct grammatical usage, correct sentence construction, punctuation, and spelling. (Non-Credit Course)  
Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED 766.6

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

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

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

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Student Learning Outcomes:**

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

1. Construct complete and correct sentences using accurate spelling and appropriate punctuation as related to workplace written communications.
2. Identify the parts of speech and explain how they function in a correct sentence.
3. Apply common workplace terminology in sentences, paragraphs, and workplace notes, letters, memos, instructions and emails.

### **Objectives:**

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

1. Recognize different kinds of nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, direct and indirect objects.
2. Construct simple and compound sentences related to the workplace.
3. Proofread for spelling and punctuation errors.
4. Use common workplace vocabulary and terminology in sentences, paragraphs, and short workplace notes, letters, memos, instructions and emails.

### **Topics and Scope:**

- I. Why Correct Grammar is Important in the Workplace - Review
  - A. Descriptive grammar
  - B. Prescriptive grammar
- II. Grammar Review
  - A. Nouns
  - B. Verbs
  - C. Pronouns
  - D. Adjectives
  - E. Adverbs

- F. Prepositions
- G. Conjunctions
- III. Punctuation Review
  - A. End punctuation--period, question mark, exclamation
  - B. Commas
  - C. Semi-Colon
  - D. Colon
  - E. Hyphen and Dash
  - F. Parentheses and Brackets
  - G. Other Symbols
- IV. Types of Sentences
  - A. Simple
  - B. Compound
  - C. Complex
  - D. Compound-Complex
- VI. Proofreading and Editing
  - A. Tips and Tricks
  - B. Corrections
- VII. Vocabulary and Terminology
  - A. Commonly used words particular to office communications
  - B. Commonly used words and terms particular to customer service
  - C. Commonly used words and terms particular to manufacturing
  - D. Commonly misspelled words
- VIII. Workplace Writing and Formatting
  - A. Letters
  - B. Memos
  - C. Instructions
  - D. Emails

**Assignment:**

1. Weekly quizzes (2 - 8)
2. In-class paragraph writing exercises, proofreading and editing, individually and in groups (10 - 20)
3. Group presentation--grammatical concepts
4. Business letter
5. Business memo
6. Business instructions
7. Business email
8. Writing portfolio
9. Active attendance and participation
10. Final exam

**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.

In-class sentences, paragraphs, and letters, memos, emails; portfolio	Writing 40 - 50%
<b>Problem Solving:</b> Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.	
None	Problem solving 0 - 0%
<b>Skill Demonstrations:</b> All skill-based and physical demonstrations used for assessment purposes including skill performance exams.	
Grammar exercises--punctuation, editing	Skill Demonstrations 10 - 20%
<b>Exams:</b> All forms of formal testing, other than skill performance exams.	
Weekly quizzes; final exam	Exams 20 - 30%
<b>Other:</b> Includes any assessment tools that do not logically fit into the above categories.	
Attendance and participation; Group presentation	Other Category 20 - 30%

### **Representative Textbooks and Materials:**

Tools for Workplace Success: Essential Skills for the Workplace. McGraw-Hill Publishing. 2012 (classic)

Workplace Skills: Writing for Work, Student Workbook. McGraw-Hill Publishing. 2012 (classic)

Instructor prepared materials