

Course Syllabus

Instructor: Dr. Diana Green, EH 378, 626-6821, djgreen@weber.edu (<mailto:djgreen@weber.edu>)

Textbooks: Baker, W. H. (2013) Writing & Speaking for Business (3rd ed.). Provo, UT: BYU Bookstore, ISBN: 978-1-61165-005-1.

Course Description: (See University catalog) Application of oral and written communication, including diversity and international aspects of communication.

Prerequisite: English 2010 or equivalent.

Course Learning Outcomes: Upon completion of this course, students will (at the grading level provided below) be able to

Demonstrate their ability to use correct grammar.

Demonstrate their ability to use effective oral communication skills through

Participating in class and group discussion.

Presenting individual and group business reports in oral format.

Demonstrate their ability to produce appropriate written communications through

Letters, memos, and job search materials.

Formal and informal reports.

In-class assignments.

Editing and critiquing written documents.

Identify and utilize diversity aspects of business communication.

Identify and utilize international aspects of business communication.

Grading: The final grade for this course is based on the following scale:

93% - 100 % = A	87% - 89% = B+	77% - 79% = C+	67% - 69% = D+
90% - 92 % = A	83% - 86% = B	73% - 76% = C	63% - 66% = D
	80% - 82% = B-	70% - 72% = C-	60% - 62% = D-
Assignments and Projects		50%	
Grammar, Tests, and Quizzes		50%	
Total		100%	

Notes:

All assignments are to be keyboarded in a professional manner and will be graded on content, organization, completeness, grammar, punctuation, and spelling.

The last day to withdraw from this class is **March 31, 2015**.

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Service Center. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary.

No late work is accepted without prior approval from the instructor. Late work is subject to a 20% late penalty and must be completed within one week of deadline. No late tests may be taken after the deadline unless a student has extenuating circumstances such as a car accident or hospital emergency. Notification to the instructor must be made within 24 hours of scheduled test date. Late tests that have instructor approval are subject to a 20% late penalty and must be completed within one week of scheduled test date.

Students are expected to complete their own work. If you are caught cheating in this course, you will be subject to academic discipline including the imposition of University sanctions. A description of cheating and possible sanctions is found in the WSU Student Code available on the WSU home page, at the office of the Vice President for Student Services, and at the WSUSA Office.

[Here is the link to the day-to-day activities, assignments, and exams. \(https://weber.instructure.com/courses/355405/files/57067373/download?wrap=1\)](https://weber.instructure.com/courses/355405/files/57067373/download?wrap=1)  <https://weber.instructure.com/courses/355405/files/57067373/download?wrap=1>  <https://weber.instructure.com/courses/355405/files/57067373/download?wrap=1>

Date	Details	
Fri Jan 16, 2015	Ch 1 Personal Attribute Assgn	due by 11:59pm
	https://weber.instructure.com/courses/355405/assignments/1996654	11:59pm
Sat Jan 17, 2015	Grammar Pretest (https://weber.instructure.com/courses/355405/assignments/1996691)	due by 11:59pm
Wed Jan 21, 2015	Fragrance Survey (https://weber.instructure.com/courses/355405/assignments/2031662)	due by 11:59pm

	Punctuation of Sentences Assgn p. 206	due by 11:59pm
	Structure of Sentences Assgn p. 197	due by 11:59pm
Fri Jan 23, 2015	Errors of Sentences Assgn Part 1 p. 211	due by 11:59pm
	Errors of Sentences Assgn Part 2 p. 218	due by 11:59pm
Mon Jan 26, 2015	Chapter 2 Quiz	due by 11:59pm
	Language of Sentences p. 224	due by 11:59pm
	Length of Sentences Assgn p. 228	due by 11:59pm
Wed Jan 28, 2015	Ch 2 Outlining Activity	due by 11:59pm
Fri Jan 30, 2015	Ch 3 Writing Activity	due by 11:59pm
	Chapter 3 Quiz	due by 11:59pm
Mon Feb 2, 2015	Chapter 7 Quiz	due by 11:59pm
Mon Feb 9, 2015	Ch 4 HATS activity	due by 11:59pm
	Human Resource Director Visit	due by 11:59pm
Wed Feb 11, 2015	Ch 7 Mock Interview w/Resume	due by 11:59pm
Fri Feb 13, 2015	Ch 3 Writing Activity Finished	due by 11:59pm
	Cover Letter and Job Announcement	due by 11:59pm
	Resume	due by 11:59pm
Sat Feb 14, 2015	Chapter 4 Quiz	due by 8pm
	Exam 1	due by 11:59pm
Wed Feb 18, 2015	Ch 5 Revising Daily Activity	due by 11:59pm
	Chapter 5 Quiz	due by 11:59pm
	FR Proposal Assgn	due by 11:59pm
Fri Feb 20, 2015	Chapter 6 Quiz	due by 11:59pm
Mon Feb 23, 2015	Rough Draft Bad News Message	due by 11:59pm
	Rough Draft Routine Message	due by 11:59pm
Wed Feb 25, 2015	Peer Review Bad News Message Assign	due by

	https://weber.instructure.com/courses/355405/assignments/1996719	11:59pm
	Peer Review Routine Message Assign	due by
	https://weber.instructure.com/courses/355405/assignments/1996718	11:59pm
Fri Feb 27, 2015	Chapter 8 Quiz (https://weber.instructure.com/courses/355405/assignments/1996612)	due by
		11:59pm
	Rough Draft FR Questionnaire	due by
	https://weber.instructure.com/courses/355405/assignments/1996699	11:59pm
Mon Mar 2, 2015	Chapter 9 Quiz (https://weber.instructure.com/courses/355405/assignments/1996608)	due by
		11:59pm
	Final Version Bad News Message Assgn	due by
	https://weber.instructure.com/courses/355405/assignments/1996677	11:59pm
	Final Version Routine Message Assgn	due by
	https://weber.instructure.com/courses/355405/assignments/1996671	11:59pm
	Rough Draft Persuasive Message	due by
	https://weber.instructure.com/courses/355405/assignments/1996716	11:59pm
Wed Mar 4, 2015	Peer Review Persuasive Message Assign	due by
	https://weber.instructure.com/courses/355405/assignments/1996720	11:30pm
	Chapter 10 Quiz (https://weber.instructure.com/courses/355405/assignments/1996622)	due by
		11:59pm
Fri Mar 6, 2015	Chapter 11 Quiz (https://weber.instructure.com/courses/355405/assignments/1996615)	due by
		11:59pm
	Final Version Persuasive Message Assgn	due by
	https://weber.instructure.com/courses/355405/assignments/1996673	11:59pm
	FR Completed Questionnaire with Interview	due by
	https://weber.instructure.com/courses/355405/assignments/1996696	11:59pm
Sat Mar 7, 2015	Exam 2 (https://weber.instructure.com/courses/355405/assignments/1996688)	due by 11:59pm
	FR Traditional Outline (https://weber.instructure.com/courses/355405/assignments/1996700)	due by 11:59pm
Mon Mar 16, 2015	Chapter 12 Quiz (https://weber.instructure.com/courses/355405/assignments/1996623)	due by 11:59pm
Fri Mar 20, 2015	FR Rough Draft Turnitin (https://weber.instructure.com/courses/355405/assignments/1996679)	due by 11:59pm
Mon Mar 23, 2015	FR Written Report (https://weber.instructure.com/courses/355405/assignments/1996692)	due by 11:59pm
Wed Mar 25, 2015	Q/A FR Oral Presentations (https://weber.instructure.com/courses/355405/assignments/1996702)	due by 11:59pm
Wed Apr 1, 2015	FR Oral Presentation (https://weber.instructure.com/courses/355405/assignments/1996689)	due by 11:59pm
Sat Apr 4, 2015	Exam 3 (https://weber.instructure.com/courses/355405/assignments/1996690)	due by 11:59pm
Mon Apr 6, 2015	FR Oral SelfEval (https://weber.instructure.com/courses/355405/assignments/1996656)	due by 11:59pm
Fri Apr 10, 2015	Staff Mtg Agenda and Minutes 1	due by
	https://weber.instructure.com/courses/355405/assignments/1996703	11:59pm
	Team Proposal (https://weber.instructure.com/courses/355405/assignments/1996663)	due by
		11:59pm
Mon Apr 13, 2015	Staff Mtg Agenda and Minutes 2	due by
	https://weber.instructure.com/courses/355405/assignments/1996704	11:59pm
Wed Apr 15, 2015	Staff Mtg Agenda and Minutes 3	due by
	https://weber.instructure.com/courses/355405/assignments/1996721	11:59pm

Mon Apr 20, 2015	Team Recommendation Written Report (https://weber.instructure.com/courses/355405/assignments/1996681)	due by 11:59pm
Wed Apr 22, 2015	Attend Team Oral Presentations (https://weber.instructure.com/courses/355405/assignments/1996706)	due by 11:59pm
	Q/A Team Oral Presentation (https://weber.instructure.com/courses/355405/assignments/1996705)	due by 11:59pm
	Team Flyer (https://weber.instructure.com/courses/355405/assignments/1996686)	due by 11:59pm
	Team Oral Presentation (https://weber.instructure.com/courses/355405/assignments/1996685)	due by 11:59pm
Mon Apr 27, 2015	Team Eval Oral Presentation (https://weber.instructure.com/courses/355405/assignments/1996658)	due by 11:59pm
	Team Participation Eval (https://weber.instructure.com/courses/355405/assignments/1996657)	due by 11:59pm
Wed Apr 29, 2015	Grammar Posttest (https://weber.instructure.com/courses/355405/assignments/1996717)	due by 11:59pm