

# NTM 3250 Business Communication TH Schedule/Syllabus—Fall 2014

Dr. Allyson Saunders

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Office Hours:

- Monday, 9:00 a.m. to 11 a.m.
- Tuesday, 8:00 a.m. to 9 a.m. and 1:30 p.m. to 2:30 p.m.
- Thursday, 8 a.m. to 9 a.m.

Use Canvas for grading and course information; however, the gradebook does not necessarily reflect your final grade. The following schedule is provided as a guide only and is subject to change.

	Tuesday	Thursday	Exams
August 26	Introduction to the Course Chapter 1 – Communicating in Business	Chapter 1 cont. Business Writing Basics	Grammar Pretest (Take in Chitester)
September 2	Chapter 2 – Planning and Outlining Messages Business Writing Basics	Chapter 3 – Composing Written Messages Memo Format/Intro Memo	
September 9	Chapter 7 – Preparing Employment Communication	Chapter 7 cont.	
September 16	Job Interviews	Chapter 4 – Enhancing Visual Appeal	Exam 1 – Chapters 1, 2, 3, and 7  Available in WSU Testing Centers (September 17-20)
September 23	Chapter 5 – Revising and Editing Text Routine Message	Chapter 6 – Writing Business Correspondence Persuasive Message	
September 30	Chapter 8 – Writing Proposals and Solving Problems Formal Report Discussion	Chapter 9 – Conducting and Documenting Business Research	

	Bad News Message	Formal Report Discussion	
October 7	Chapter 10 – Writing Reports	Chapter 11 – Designing Visual Aids	Exam 2 – Chapters 4, 5, 6, and 8 Available in WSU Testing Centers (October 8-11)
October 14	Chapter 12 – Giving Oral Presentations	Exam 3–Business Messages (in class)	
October 21	Formal Report Review in Class (must have your formal report draft in paper format--you just need introduction, purpose and scope, procedures,and conclusions and recommendations sections)	Peer edit formal reports	Exam 4 – Chapters 9, 10, 11, and 12 Available in WSU Testing Centers (October 22-25)
October 28	Peer Edit Formal Reports	Group Work (Start Group Report)	
November 4	Formal Report due November 4 in paper format at beginning of class (5 bonus points);  by 2 pm to my office (on time);  after 2 pm (20% late penalty)  <i>Individual Oral Presentations</i>  <i>or Group Work (meet at a different location than the classroom)</i>	<i>Individual Oral Presentations</i>  <i>or Group Work (meet at a different location than the classroom)</i>	
November 11	<i>Individual Oral Presentations</i>  <i>or Group Work (meet at a different location than the classroom)</i>	<i>Individual Oral Presentations</i>  <i>or Group Work (meet at a different location than the classroom)</i>	
November 18	Group Work	Group Work  Must meet offsite - no class today	
November 25	Group Work	Thanksgiving Holiday	
December 2	Group Report Due	Group Presentations	

	Group Presentations		
December 8-11	Final Exam - Grammar Posttest		
	Take in WSU Testing Center		

### **Textbook**

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

1. Demonstrate their ability to use correct grammar.
2. Demonstrate their ability to use effective oral communication skills through
  - a. Participating in class and group discussion.
  - b. Presenting individual and group business reports in oral format.
3. Demonstrate their ability to produce appropriate written communications through
  - a. Letters, memos, and job search materials.
  - b. Formal and informal reports
  - c. In-class assignments
  - d. Editing and critiquing written documents
4. Identify and utilize diversity aspects of business communication.
5. 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 Grammar Assignments	10%
Exams and Quizzes	<u>40%</u>
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 **November 4, 2014**.

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.