

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 **November 10, 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 class schedule. [Class Schedule](#)

Date	Details	
Sat Sep 5, 2015	Chapter 1 Quiz (https://weber.instructure.com/courses/369871/assignments/2311525)	11:30pm
	Grammar Pretest (https://weber.instructure.com/courses/369871/assignments/2309803)	11:59pm
	Personal Attribute Assgn (https://weber.instructure.com/courses/369871/assignments/2309808)	11:59pm
	Self Introduction using GoReact.com (https://weber.instructure.com/courses/369871/assignments/2309817)	11:59pm

Sat Sep 12, 2015	Chapter 2 Quiz (https://weber.instructure.com/courses/369871/assignments/2309772)	11:30pm
	Chapter 3 Quiz (https://weber.instructure.com/courses/369871/assignments/2309771)	11:30pm
	Punctuation Quiz (https://weber.instructure.com/courses/369871/assignments/2313107)	11:30pm
	Sentence Structure Quiz (https://weber.instructure.com/courses/369871/assignments/2321472)	11:30pm
	Chapter 2 Outlining Activity (https://weber.instructure.com/courses/369871/assignments/2309785)	11:59pm
	Chapter 3 Writing Activity (https://weber.instructure.com/courses/369871/assignments/2309786)	11:59pm
Sat Sep 19, 2015	Agreement and Reference Quiz (https://weber.instructure.com/courses/369871/assignments/2315293)	11:30pm
	Case Quiz (https://weber.instructure.com/courses/369871/assignments/2315358)	11:30pm
	Chapter 4 Quiz (https://weber.instructure.com/courses/369871/assignments/2309774)	11:30pm
	Chapter 7 Quiz (https://weber.instructure.com/courses/369871/assignments/2309769)	11:30pm
	Tense Quiz (https://weber.instructure.com/courses/369871/assignments/2315999)	11:30pm
	Ch 4 HATS activity (https://weber.instructure.com/courses/369871/assignments/2309782)	11:59pm
Sat Sep 26, 2015	Chapter 3 Writing Activity Finished (https://weber.instructure.com/courses/369871/assignments/2309787)	11:59pm
	Capitalization Quiz (https://weber.instructure.com/courses/369871/assignments/2313108)	11:30pm
	Chapter 5 Quiz (https://weber.instructure.com/courses/369871/assignments/2309773)	11:30pm
	Language Quiz (https://weber.instructure.com/courses/369871/assignments/2315530)	11:30pm
	Length Quiz (https://weber.instructure.com/courses/369871/assignments/2315720)	11:30pm
	Numbers Quiz (https://weber.instructure.com/courses/369871/assignments/2315398)	11:30pm
Sat Oct 3, 2015	Ch 5 Revising Daily Activity (https://weber.instructure.com/courses/369871/assignments/2309783)	11:59pm
	Ch 8 Case Study Exercise (https://weber.instructure.com/courses/369871/assignments/2309784)	11:30pm
	Chapter 6 Quiz (https://weber.instructure.com/courses/369871/assignments/2309770)	11:30pm
	Chapter 8 Quiz (https://weber.instructure.com/courses/369871/assignments/2309767)	11:30pm
	Cover Letter and Job Announcement (https://weber.instructure.com/courses/369871/assignments/2309788)	11:59pm
	Exam 1 (https://weber.instructure.com/courses/369871/assignments/2309789)	11:59pm
Sat Oct 10, 2015	Human Resource Director Visit (https://weber.instructure.com/courses/369871/assignments/2309804)	11:59pm
	Mock Interview w/Resume (https://weber.instructure.com/courses/369871/assignments/2309805)	11:59pm
	Resume (https://weber.instructure.com/courses/369871/assignments/2309812)	11:59pm
	Rough Draft Bad News Message (https://weber.instructure.com/courses/369871/assignments/2309813)	11:59pm
	Rough Draft Routine Message (https://weber.instructure.com/courses/369871/assignments/2309816)	11:59pm
	Chapter 10 Quiz (https://weber.instructure.com/courses/369871/assignments/2309775)	11:30pm
Sat Oct 10, 2015	Chapter 9 Quiz (https://weber.instructure.com/courses/369871/assignments/2309776)	11:30pm
	Final Version Bad News Message Assgn (https://weber.instructure.com/courses/369871/assignments/2309792)	11:59pm
	Final Version Routine Message Assgn (https://weber.instructure.com/courses/369871/assignments/2309794)	11:59pm
	FR Proposal Assgn (https://weber.instructure.com/courses/369871/assignments/2309798)	11:59pm
	Rough Draft Persuasive Assgn (https://weber.instructure.com/courses/369871/assignments/2309815)	11:59pm
	Chapter 11 Quiz (https://weber.instructure.com/courses/369871/assignments/2309766)	11:30pm
Sat Oct 17, 2015	Final Version Persuasive Message Assgn (https://weber.instructure.com/courses/369871/assignments/2309793)	11:59pm
	FR Traditional Outline (https://weber.instructure.com/courses/369871/assignments/2309800)	11:59pm

	Rough Draft FR Questionnaire (https://weber.instructure.com/courses/369871/assignments/2309814)	11:59pm
Sat Oct 24, 2015	Chapter 12 Quiz (https://weber.instructure.com/courses/369871/assignments/2309768)	11:30pm
	Exam 2 (https://weber.instructure.com/courses/369871/assignments/2309790)	11:59pm
	FR Completed Questionnaire with Interview (https://weber.instructure.com/courses/369871/assignments/2309795)	11:59pm
	FR Rough Draft Turnitin (https://weber.instructure.com/courses/369871/assignments/2309799)	11:59pm
Sat Oct 31, 2015	FR Written Report (https://weber.instructure.com/courses/369871/assignments/2309801)	11:59pm
Sat Nov 7, 2015	FR Oral Presentation (https://weber.instructure.com/courses/369871/assignments/2309796)	11:59pm
Sat Nov 14, 2015	Attend Formal Oral Presentations (https://weber.instructure.com/courses/369871/assignments/2309778)	11:59pm
	Exam 3 (https://weber.instructure.com/courses/369871/assignments/2309791)	11:59pm
	FR Oral SelfEval (https://weber.instructure.com/courses/369871/assignments/2309797)	11:59pm
	Q/A FR Oral Presentations (https://weber.instructure.com/courses/369871/assignments/2309810)	11:59pm
	Staff Mtg Agenda and Minutes 1 (https://weber.instructure.com/courses/369871/assignments/2309818)	11:59pm
	Team Proposal (https://weber.instructure.com/courses/369871/assignments/2309824)	11:59pm
Sat Nov 21, 2015	Staff Mtg Agenda and Minutes 2 (https://weber.instructure.com/courses/369871/assignments/2309819)	11:59pm
	Team Flyer (https://weber.instructure.com/courses/369871/assignments/2309822)	11:59pm
	Team Recommendation Written Report (https://weber.instructure.com/courses/369871/assignments/2309825)	11:59pm
Sat Nov 28, 2015	Attend Team Oral Presentations (https://weber.instructure.com/courses/369871/assignments/2309779)	11:59pm
	Q/A Team Oral Presentation (https://weber.instructure.com/courses/369871/assignments/2309811)	11:59pm
	Team Eval Oral Presentation (https://weber.instructure.com/courses/369871/assignments/2309821)	11:59pm
	Team Participation Eval (https://weber.instructure.com/courses/369871/assignments/2309823)	11:59pm
Wed Dec 16, 2015	Grammar Posttest (https://weber.instructure.com/courses/369871/assignments/2309802)	11:59pm