

# Course Syllabus

## NTM 3250 BUSINESS COMMUNICATIONS Fall 2015

**Instructor:** Laura Anderson, [lsanderson@weber.edu](mailto:lsanderson@weber.edu) (best way), Office: EH 377

**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      90-92% = A-      80 - 89 % = B      70 - 79 % = C      60% - 69%  
= D

Assignments, Projects, Presentations	50%
Grammar Tests and Grammar Assignments	10%
Tests 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.

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 10% 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.

Date	Details
Thu Sep 3, 2015	<a href="#">Chapter 2 Quiz</a>
Sat Sep 5, 2015	<a href="#">Grammar Pretest</a>
Tue Sep 8, 2015	<a href="#">Chapter 3 Quiz</a> <a href="#">Personal Attribute Chart</a>
Thu Sep 10, 2015	<a href="#">Personal Attribute Planning Document</a> <a href="#">Travel Advice</a>
Tue Sep 15, 2015	<a href="#">Chapter 4 Quiz</a> <a href="#">Chapter 5 Quiz</a> <a href="#">Business Writing Basics Presentation</a>
Thu Sep 17, 2015	<a href="#">Personal Attribute Memo</a>
Mon Sep 21, 2015	<a href="#">Exam 1</a>
Tue Sep 22, 2015	<a href="#">Chapter 8 Quiz</a> <a href="#">Chapter 9 Quiz</a>
Thu Sep 24, 2015	<a href="#">3 most important aspects</a> <a href="#">Business Writing Basics Presentation</a> <a href="#">Planning Tools Comparison</a>

Date	Details
Tue Sep 29, 2015	Tuition Reimbursement
Thu Oct 1, 2015	Chapter 10 Quiz Chapter 11 Quiz
Tue Oct 6, 2015	Chapter 6 Quiz Group Proposal Memo
Tue Oct 13, 2015	Exam 2 Planning Document - Group Country Project
Wed Oct 14, 2015	Resume
Thu Oct 15, 2015	Chapter 12 Quiz Mock Interviews Survey Instrument
Tue Oct 20, 2015	no class - make appt for interview Interview
Thu Oct 22, 2015	No class - make appt for interview Chapter 7 Quiz
Tue Oct 27, 2015	no class - make appt for interview Videotape of Interview
Wed Oct 28, 2015	Exam 3
Thu Oct 29, 2015	Draft Group Project
Mon Nov 2, 2015	Individual Project Proposal
Thu Nov 5, 2015	Group Presentation file
Thu Nov 12, 2015	Reference Letter or Complaint
Tue Nov 17, 2015	Work Day
Thu Nov 19, 2015	Work Day
Fri Nov 20, 2015	Group Report Letter of Application
Tue Nov 24, 2015	Group Country Oral Presentation
Thu Nov 26, 2015	Happy Thanksgiving
Fri Dec 11, 2015	Individual Oral Presentation Individual Presentation File Individual Report Minutes and Agendas
Thu Dec 17, 2015	Grammar Posttest
	Present at Presentations and Commented Proofread

