

NTM 3250 ONLINE Business Communication Syllabus and Calendar, Fall 2016

Instructor, Rolayne Day

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Course Description

Application of oral and written communication, including diversity and international aspects of communication. Prerequisite: English 2010 or equivalent.

Textbook: Baker, W. H. and Baker, M.J. (2015) Writing & Speaking for Business (4th ed.). Provo, UT: BYU Bookstore, ISBN: 9781611650211.

NOTE: This edition of the textbook has many changes/additions in content and combined/revised chapters from the previous edition. An old edition textbook should not be used for the course.

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
3. Participating in class and group discussion.
4. Presenting individual and group business reports in oral format.
5. 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
6. Identify and utilize diversity aspects of business communication.
7. Identify and utilize international aspects of business communication.

LATE ASSIGNMENTS are subject to a 10% PER DAY late penalty and must be completed within one week of the 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.**

Grading

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

- | | | |
|-------------------|------------------|------------------|
| • 93% - 100 % = A | • 80% - 82% = B- | • 67% - 69% = D+ |
| • 90% - 92 % = A- | • 77% - 79% = C+ | • 63% - 66% = D |
| • 87% - 89% = B+ | • 73% - 76% = C | • 60% - 62% = D- |
| • 83% - 86% = B | • 70% - 72% = C- | |

CHAPTER QUIZZES (5 percent)

All 12 chapters in the text have a corresponding chapter quiz in Canvas. You have only one opportunity to complete the quiz; however, you may use your textbook while you complete the quiz.

ASSIGNMENTS (20 percent total)**Chapter Exercises/Assignments**

These are exercises for some of the earlier chapters.

Employment

You will compose a cover letter and resume as well as do an exercise on interviewing.

Messages

You will write several messages in routine, persuasive, and bad news styles using letter, memorandum, and email formats.

SENTENCE BASICS QUIZZES & GRAMMAR/FINAL EXAM—Grammar and Punctuation (10 percent)

The quizzes (2%) help you learn grammar and punctuation rules and also help prepare for the final exam (8%). The quizzes and exam are based upon the sentence basics in the appendix of your text. Topics include:

- Sentence structure
- Punctuation
- Case
- Agreement
- Tense
- Numbers
- Capitalization
- Language
- Length

Quizzes may be taken multiple times before the due date (check the class calendar), and your highest score will be used for your grade. Although the quizzes are only two percent of your grade, you will find them very helpful in knowing the grammar and punctuation rules you will need for your written assignments as well as for the final grammar and punctuation exam.

You also have access to a Grammar pretest in Chi Tester that will let you know how well you already know the material. You may take the pretest multiple times as long as it is available (check the class calendar) to assist in your learning of the grammar/punctuation rules as well as to help prepare you for the final.

FORMAL REPORT (25 percent)

The major assignment for this course is the formal report that includes a written as well as an oral component. There are several parts to the formal report. Complete descriptions for each part of the formal report assignment can be found in Canvas.

SLIDE REPORT (10 percent)

This assignment converts your formal report to the slide report .

EXAMS (30 percent)

You have three closed-book exams on the chapter content. Each exam consists of multiple choice questions that are randomly selected from a database of questions. Each exam also includes one short essay question (one or two paragraphs) on each chapter. **These exams must be taken in a Weber State Approved Testing Center.** The three exams and corresponding chapters are listed below:

- Exam 1 (Chapters 1, 2, 3, and 4)
- Exam 3 (Chapters 5, 6, 7, and 8)
- Exam 4 (Chapters 9, 10, 11, and 12)

Notes

All assignments are to be keyboarded in a professional manner and will be graded on content, organization, completeness, grammar, punctuation, format, and spelling. Use the following file formats: .docx or .doc for your submitted assignment files.

The last day to withdraw from this class is **November 8, 2016**.

Any student requiring accommodations or services because of 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.

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.