

# Course Syllabus

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

**Textbook:** Baker, W. H. (2013) *Writing & Speaking for Business* (4th Ed.). Provo, UT: BYU Bookstore, ISBN: 9781611650211.

**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		35%	
Formal Report Project		25%	
Grammar Pretest, Posttest, and Grammar Quizzes		10%	
Textbook Exams		30%	
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.

Late assignments will receive a 10% deduction for each day late up to a week. After one week, no assignments will be accepted. No late tests may be taken 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.






















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










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.











NMT policy dictates that any verifiable evidence of student academic cheating, as defined and determined by the instructor, will result in: (1) an automatic failing grade for the class and (2) a report to the Dean of Students that will include the student's name and a description of the student's dishonest conduct. 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.

## Assignments Summary:

Date	Details	
Sat Sep 3, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886295">Chapter 1 Quiz (https://weber.instructure.com/courses/407455/assignments/2886295)</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886328">Self Introduction using GoReact.com (https://weber.instructure.com/courses/407455/assignments/2886328)</a>	due by 11:59pm
Mon Sep 5, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886286">Chapter 2 Quiz (https://weber.instructure.com/courses/407455/assignments/2886286)</a>	due by 11:59pm
Wed Sep 7, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886291">Sentence Basics - Sentence Structure (https://weber.instructure.com/courses/407455/assignments/2886291)</a>	due by 11:59pm
Sat Sep 10, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886304">Chapter 2 Outlining Activity (https://weber.instructure.com/courses/407455/assignments/2886304)</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886321">Personal Attribute Assqn (https://weber.instructure.com/courses/407455/assignments/2886321)</a>	due by 11:59pm
Mon Sep 12, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886288">Chapter 3 Quiz (https://weber.instructure.com/courses/407455/assignments/2886288)</a>	due by 11:59pm
Wed Sep 14, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886297">Sentence Basics - Case Quiz (https://weber.instructure.com/courses/407455/assignments/2886297)</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886298">Sentence Basics - Punctuation Quiz (https://weber.instructure.com/courses/407455/assignments/2886298)</a>	due by 11:59pm
Sat Sep 17, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886305">Chapter 3 Writing Activity (https://weber.instructure.com/courses/407455/assignments/2886305)</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886327">Routine Message using Email format (https://weber.instructure.com/courses/407455/assignments/2886327)</a>	due by 11:59pm
Mon Sep 19, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886280">Chapter 4 Quiz (https://weber.instructure.com/courses/407455/assignments/2886280)</a>	due by 11:59pm
Wed Sep 21, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886293">Sentence Basics - Agreement and Reference Quiz (https://weber.instructure.com/courses/407455/assignments/2886293)</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886299">Sentence Basics - Capitalization Quiz (https://weber.instructure.com/courses/407455/assignments/2886299)</a>	due by 11:59pm

Sat Sep 24, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886322">Persuasive Message using Letter format</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886322">https://weber.instructure.com/courses/407455/assignments/2886322</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886325">Review of Routine Email Message Eval Sheet and Doc</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886325">https://weber.instructure.com/courses/407455/assignments/2886325</a> )	due by 11:59pm
Mon Sep 26, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886292">Chapter 5 Quiz</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886292">https://weber.instructure.com/courses/407455/assignments/2886292</a> )	due by 11:59pm
Wed Sep 28, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886281">Sentence Basics - Numbers Quiz</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886281">https://weber.instructure.com/courses/407455/assignments/2886281</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886302">Sentence Basics - Tense Quiz</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886302">https://weber.instructure.com/courses/407455/assignments/2886302</a> )	due by 11:59pm
Sat Oct 1, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886307">Exam 1</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886307">https://weber.instructure.com/courses/407455/assignments/2886307</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886324">Review of Persuasive Letter and Evaluation Sheet</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886324">https://weber.instructure.com/courses/407455/assignments/2886324</a> )	due by 11:59pm
Mon Oct 3, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886301">Chapter 6 Quiz</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886301">https://weber.instructure.com/courses/407455/assignments/2886301</a> )	due by 11:59pm
Wed Oct 5, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886294">Sentence Basics - Language Quiz</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886294">https://weber.instructure.com/courses/407455/assignments/2886294</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886296">Sentence Basics - Length Quiz</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886296">https://weber.instructure.com/courses/407455/assignments/2886296</a> )	due by 11:59pm
Sat Oct 8, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886303">Bad News Message using Memo style</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886303">https://weber.instructure.com/courses/407455/assignments/2886303</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886289">Sentence Basics Pretest</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886289">https://weber.instructure.com/courses/407455/assignments/2886289</a> )	due by 11:59pm
Mon Oct 10, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886300">Chapter 7 Quiz</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886300">https://weber.instructure.com/courses/407455/assignments/2886300</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886306">Cover Letter and Job Announcement</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886306">https://weber.instructure.com/courses/407455/assignments/2886306</a> )	due by 11:59pm
Sat Oct 15, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886318">Human Resource Director Visit</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886318">https://weber.instructure.com/courses/407455/assignments/2886318</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886320">Mock Interview w/Resume</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886320">https://weber.instructure.com/courses/407455/assignments/2886320</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886323">Resume</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886323">https://weber.instructure.com/courses/407455/assignments/2886323</a> )	due by 11:59pm
Mon Oct 17, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886283">Chapter 8 Quiz</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886283">https://weber.instructure.com/courses/407455/assignments/2886283</a> )	due by 11:30am
Wed Oct 19, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886335">Team Report Instructions</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886335">https://weber.instructure.com/courses/407455/assignments/2886335</a> )	due by 11:59pm
Fri Oct 21, 2016	 <a href="https://weber.instructure.com/calendar?event_id=729079&amp;include_contexts=course_407455">Fall Break</a> ( <a href="https://weber.instructure.com/calendar?event_id=729079&amp;include_contexts=course_407455">https://weber.instructure.com/calendar?event_id=729079&amp;include_contexts=course_407455</a> )	12am
Mon Oct 24, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886284">Chapter 9 Quiz</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886284">https://weber.instructure.com/courses/407455/assignments/2886284</a> )	due by 12:59am

Sat Oct 29, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886319">International Team Proposal</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886319">https://weber.instructure.com/courses/407455/assignments/2886319</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886329">Staff Mtg Agenda and Minutes 1</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886329">https://weber.instructure.com/courses/407455/assignments/2886329</a> )	due by 11:59pm
Mon Oct 31, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886287">Chapter 10 Quiz</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886287">https://weber.instructure.com/courses/407455/assignments/2886287</a> )	due by 11:59pm
Sat Nov 5, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886308">Exam 2</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886308">https://weber.instructure.com/courses/407455/assignments/2886308</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886330">Staff Mtg Agenda and Minutes 2</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886330">https://weber.instructure.com/courses/407455/assignments/2886330</a> )	due by 11:59pm
Mon Nov 7, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886290">Chapter 11 Quiz</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886290">https://weber.instructure.com/courses/407455/assignments/2886290</a> )	due by 11:59pm
Sat Nov 12, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886313">FR Proposal Assgn</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886313">https://weber.instructure.com/courses/407455/assignments/2886313</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886332">Team Flyer</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886332">https://weber.instructure.com/courses/407455/assignments/2886332</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886333">Team Oral Presentation</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886333">https://weber.instructure.com/courses/407455/assignments/2886333</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886336">Team Written Report</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886336">https://weber.instructure.com/courses/407455/assignments/2886336</a> )	due by 11:59pm
Mon Nov 14, 2016	 <a href="https://weber.instructure.com/calendar?event_id=729078&amp;include_contexts=course_407455">Team Oral Presentations 2 &amp; 3</a> ( <a href="https://weber.instructure.com/calendar?event_id=729078&amp;include_contexts=course_407455">https://weber.instructure.com/calendar?event_id=729078&amp;include_contexts=course_407455</a> )	12am
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886285">Chapter 12 Quiz</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886285">https://weber.instructure.com/courses/407455/assignments/2886285</a> )	due by 11:59pm
Wed Nov 16, 2016	 <a href="https://weber.instructure.com/calendar?event_id=729077&amp;include_contexts=course_407455">Team Oral Presentation 4 &amp; 5</a> ( <a href="https://weber.instructure.com/calendar?event_id=729077&amp;include_contexts=course_407455">https://weber.instructure.com/calendar?event_id=729077&amp;include_contexts=course_407455</a> )	12am
Sat Nov 19, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886314">FR Traditional Outline</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886314">https://weber.instructure.com/courses/407455/assignments/2886314</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886326">Rough Draft FR Questionnaire</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886326">https://weber.instructure.com/courses/407455/assignments/2886326</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886331">Team Eval Oral Presentation</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886331">https://weber.instructure.com/courses/407455/assignments/2886331</a> )	due by 11:59pm
Thu Nov 24, 2016	 <a href="https://weber.instructure.com/calendar?event_id=729076&amp;include_contexts=course_407455">Thanksgiving Holiday</a> ( <a href="https://weber.instructure.com/calendar?event_id=729076&amp;include_contexts=course_407455">https://weber.instructure.com/calendar?event_id=729076&amp;include_contexts=course_407455</a> )	12am
Fri Nov 25, 2016	 <a href="https://weber.instructure.com/calendar?event_id=729075&amp;include_contexts=course_407455">Thanksgiving Holiday</a> ( <a href="https://weber.instructure.com/calendar?event_id=729075&amp;include_contexts=course_407455">https://weber.instructure.com/calendar?event_id=729075&amp;include_contexts=course_407455</a> )	12am
Sat Nov 26, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886310">FR Completed Questionnaire with Interview</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886310">https://weber.instructure.com/courses/407455/assignments/2886310</a> )	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886334">Team Participation Eval</a> ( <a href="https://weber.instructure.com/courses/407455/assignments/2886334">https://weber.instructure.com/courses/407455/assignments/2886334</a> )	due by 11:59pm

	 <a href="https://weber.instructure.com/calendar?event_id=729070&amp;include_contexts=course_407455">FR Oral Presentation 1 (https://weber.instructure.com/calendar?event_id=729070&amp;include_contexts=course_407455)</a>	12am
Sat Dec 3, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886309">Exam 3 (https://weber.instructure.com/courses/407455/assignments/2886309)</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/407455/assignments/2886315">FR Written Report (https://weber.instructure.com/courses/407455/assignments/2886315)</a>	due by 11:59pm
Mon Dec 5, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886311">FR Oral Presentation 2 (https://weber.instructure.com/courses/407455/assignments/2886311)</a>	due by 11:59pm
Wed Dec 7, 2016	 <a href="https://weber.instructure.com/calendar?event_id=729074&amp;include_contexts=course_407455">FR Oral Presentation 3 (https://weber.instructure.com/calendar?event_id=729074&amp;include_contexts=course_407455)</a>	12am
Fri Dec 9, 2016	 <a href="https://weber.instructure.com/calendar?event_id=729073&amp;include_contexts=course_407455">FR Oral Presentation 4 (https://weber.instructure.com/calendar?event_id=729073&amp;include_contexts=course_407455)</a>	12am
Sat Dec 10, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886312">FR Oral Presentation Self-Evaluation (https://weber.instructure.com/courses/407455/assignments/2886312)</a>	due by 11:59pm
Mon Dec 12, 2016	 <a href="https://weber.instructure.com/calendar?event_id=729072&amp;include_contexts=course_407455">Grammar Posttest (https://weber.instructure.com/calendar?event_id=729072&amp;include_contexts=course_407455)</a>	12am
Tue Dec 13, 2016	 <a href="https://weber.instructure.com/calendar?event_id=729071&amp;include_contexts=course_407455">Grammar Posttest (https://weber.instructure.com/calendar?event_id=729071&amp;include_contexts=course_407455)</a>	12am
Wed Dec 14, 2016	 <a href="https://weber.instructure.com/courses/407455/assignments/2886316">Grammar Posttest (https://weber.instructure.com/courses/407455/assignments/2886316)</a>	due by 11:59pm