

Course Syllabus

[Jump to Today](#)
 [Edit](#)

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

Textbook: Baker, W. H. (2013) *Writing & Speaking for Business* (4th Ed.). Provo, UT: BYU Academic Printing, 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 discussions.

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.

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%		

Assignments

All assignments are to be prepared in a professional manner. Each assignment will be graded upon content, organization,

completeness, accuracy, spelling, grammar, and punctuation.

ADA

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in Room 181 of the Students Service Center. SSD can also arrange to provide course materials in alternative formats if necessary. You can also call **801.395.3524** or visit <http://www.weber.edu/ssd> (<http://www.weber.edu/ssd>) for more details.

Withdrawal Date

The last day to withdraw without penalty from this class is **November 7, 2017**.

Late Work

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.

Academic Honesty

School of Computing policies dictate 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.

Further disciplinary action may be taken by the University as it deems appropriate. You can find more information about academic honesty in the Weber State Policies and Procedures Manual. http://www.weber.edu/ppm/Policies/6-22_StudentCode.html (http://www.weber.edu/ppm/Policies/6-22_StudentCode.html)








Course Fees



Course fees in the Network Management Technology and Web and User Experience majors are designed to cover the costs of equipment maintenance and replacement, software, consumable materials and supplies, instructional resources, and certification.




















Campus Closure

In the event of the campus being closed, please check the Canvas portal for course instruction.






Course Summary:

Date	Details	
Sat Sep 2, 2017	 Chapter 1 Quiz (https://weber.instructure.com/courses/444638/assignments/3556604)	due by 11:59pm
Mon Sep 4, 2017	 Chapter 2 Outlining Activity (https://weber.instructure.com/courses/444638/assignments/3556620)	due by 11:59pm
	 Self Introduction using GoReact.com (https://weber.instructure.com/courses/444638/assignments/3556645)	due by 11:59pm
Tue Sep 5, 2017	 Sentence Basics - Sentence Structure (https://weber.instructure.com/courses/444638/assignments/3556597)	due by 11:59pm
	 Sentence Basics PreAssessment (https://weber.instructure.com/courses/444638/assignments/3556667)	due by 11:59pm
Wed Sep 6, 2017	 Sentence Basics - Case Quiz (https://weber.instructure.com/courses/444638/assignments/3556603)	due by 11:59pm
	 Sentence Basics - Punctuation Quiz (https://weber.instructure.com/courses/444638/assignments/3556609)	due by 11:59pm

Date	Details	
Sat Sep 9, 2017	 Chapter 2 Quiz (https://weber.instructure.com/courses/444638/assignments/3556616)	due by 11:59pm
Mon Sep 11, 2017	 Personal Attribute Assgn (https://weber.instructure.com/courses/444638/assignments/3556638)	due by 11:59pm
Wed Sep 13, 2017	 Sentence Basics - Agreement and Reference Quiz (https://weber.instructure.com/courses/444638/assignments/3556617)	due by 11:59pm
	 Sentence Basics - Capitalization Quiz (https://weber.instructure.com/courses/444638/assignments/3556593)	due by 11:59pm
	 Chapter 3 Quiz (https://weber.instructure.com/courses/444638/assignments/3556596)	due by 11:59pm
	 Chapter 3 Writing Activity (https://weber.instructure.com/courses/444638/assignments/3556621)	due by 11:59pm
	 Chapter 4 Quiz (https://weber.instructure.com/courses/444638/assignments/3556605)	due by 11:59pm
Sat Sep 16, 2017	 Persuasive Message using Letter format (https://weber.instructure.com/courses/444638/assignments/3556639)	due by 11:59pm
	 Review of Routine Email Message Eval Sheet and Doc (https://weber.instructure.com/courses/444638/assignments/3556642)	due by 11:59pm
	 Routine Message using Email format (https://weber.instructure.com/courses/444638/assignments/3556644)	due by 11:59pm
Mon Sep 18, 2017	 Chapter 5 Quiz (https://weber.instructure.com/courses/444638/assignments/3556612)	due by 11:59pm
Wed Sep 20, 2017	 Sentence Basics - Numbers Quiz (https://weber.instructure.com/courses/444638/assignments/3556601)	due by 11:59pm
	 Sentence Basics - Tense Quiz (https://weber.instructure.com/courses/444638/assignments/3556618)	due by 11:59pm
Sat Sep 23, 2017	 Exam 1 (https://weber.instructure.com/courses/444638/assignments/3556624)	due by 11:59pm
	 Review of Persuasive Letter and Evaluation Sheet (https://weber.instructure.com/courses/444638/assignments/3556641)	due by 11:59pm
Mon Sep 25, 2017	 Chapter 6 Quiz (https://weber.instructure.com/courses/444638/assignments/3556614)	due by 11:59pm
Wed Sep 27, 2017	 Sentence Basics - Language Quiz (https://weber.instructure.com/courses/444638/assignments/3556611)	due by 11:59pm
	 Sentence Basics - Length Quiz (https://weber.instructure.com/courses/444638/assignments/3556615)	due by 11:59pm
Sat Sep 30, 2017	 Bad News Message using Memo style (https://weber.instructure.com/courses/444638/assignments/3556619)	due by 11:59pm
	 Sentence Basics Pretest (https://weber.instructure.com/courses/444638/assignments/3556610)	due by 11:59pm

Date	Details	
Mon Oct 2, 2017	 Chapter 7 Quiz (https://weber.instructure.com/courses/444638/assignments/3556606)	due by 11:59pm
Sat Oct 7, 2017	 Cover Letter and Job Announcement (https://weber.instructure.com/courses/444638/assignments/3556622)	due by 11:59pm
	 Human Resource Director Visit (https://weber.instructure.com/courses/444638/assignments/3556635)	due by 11:59pm
	 Mock Interview w/Resume (https://weber.instructure.com/courses/444638/assignments/3556637)	due by 11:59pm
	 Resume (https://weber.instructure.com/courses/444638/assignments/3556640)	due by 11:59pm
Mon Oct 9, 2017	 Chapter 8 Quiz (https://weber.instructure.com/courses/444638/assignments/3556608)	due by 11:59pm
Fri Oct 13, 2017	 Fall Break (https://weber.instructure.com/calendar?event_id=849628&include_contexts=course_444638)	12am
Sat Oct 14, 2017	 Team Report Instructions (https://weber.instructure.com/courses/444638/assignments/3556652)	due by 11:59pm
Mon Oct 16, 2017	 Chapter 9 Quiz (https://weber.instructure.com/courses/444638/assignments/3556594)	due by 11:59am
Sat Oct 21, 2017	 International Team Proposal (https://weber.instructure.com/courses/444638/assignments/3556636)	due by 11:59pm
	 Staff Mtg Agenda and Minutes 1 (https://weber.instructure.com/courses/444638/assignments/3556646)	due by 11:59pm
Mon Oct 23, 2017	 Chapter 10 Quiz (https://weber.instructure.com/courses/444638/assignments/3556607)	due by 11:59pm
Sat Oct 28, 2017	 elevator speech (https://weber.instructure.com/courses/444638/assignments/3556623)	due by 11:59pm
	 Exam 2 (https://weber.instructure.com/courses/444638/assignments/3556625)	due by 11:59pm
	 Staff Mtg Agenda and Minutes 2 (https://weber.instructure.com/courses/444638/assignments/3556647)	due by 11:59pm
Mon Oct 30, 2017	 Chapter 11 Quiz (https://weber.instructure.com/courses/444638/assignments/3556595)	due by 11:59pm
Sat Nov 4, 2017	 FR Proposal Assgn (https://weber.instructure.com/courses/444638/assignments/3556631)	due by 11:59pm
	 Team Flyer (https://weber.instructure.com/courses/444638/assignments/3556649)	due by 11:59pm
	 Team Oral Presentation (https://weber.instructure.com/courses/444638/assignments/3556650)	due by 11:59pm
	 Team Written Report (https://weber.instructure.com/courses/444638/assignments/3556653)	due by 11:59pm

Date	Details	
Mon Nov 6, 2017	 Team Oral Presentations 2 & 3 (https://weber.instructure.com/calendar?event_id=849627&include_contexts=course_444638)	12am
	 Chapter 12 Quiz (https://weber.instructure.com/courses/444638/assignments/3556613)	due by 11:59pm
Wed Nov 8, 2017	 Team Oral Presentation 4 & 5 (https://weber.instructure.com/calendar?event_id=849626&include_contexts=course_444638)	12am
Sat Nov 11, 2017	 FR Traditional Outline (https://weber.instructure.com/courses/444638/assignments/3556632)	due by 11:59pm
	 Rough Draft FR Questionnaire (https://weber.instructure.com/courses/444638/assignments/3556643)	due by 11:59pm
	 Team Eval Oral Presentation (https://weber.instructure.com/courses/444638/assignments/3556648)	due by 11:59pm
Thu Nov 16, 2017	 Thanksgiving Holiday (https://weber.instructure.com/calendar?event_id=849625&include_contexts=course_444638)	12am
Fri Nov 17, 2017	 Thanksgiving Holiday (https://weber.instructure.com/calendar?event_id=849624&include_contexts=course_444638)	12am
Sat Nov 18, 2017	 FR Completed Questionnaire with Interview (https://weber.instructure.com/courses/444638/assignments/3556628)	due by 11:59pm
	 Team Participation Eval (https://weber.instructure.com/courses/444638/assignments/3556651)	due by 11:59pm
Sat Nov 25, 2017	 FR Oral Presentation Day 1 (https://weber.instructure.com/calendar?event_id=849622&include_contexts=course_444638)	12am
	 Exam 3 (https://weber.instructure.com/courses/444638/assignments/3556626)	due by 11:59pm
	 FR Written Report (https://weber.instructure.com/courses/444638/assignments/3556633)	due by 11:59pm
Tue Nov 28, 2017	 FR Oral Presentation Day 3 (https://weber.instructure.com/calendar?event_id=849630&include_contexts=course_444638)	12am
Wed Nov 29, 2017	 FR Oral Presentation Day 4 (https://weber.instructure.com/calendar?event_id=849629&include_contexts=course_444638)	12am
Thu Nov 30, 2017	 FR Oral Presentation Day 5 (https://weber.instructure.com/calendar?event_id=849619&include_contexts=course_444638)	12am
Fri Dec 1, 2017	 FR Oral Presentation Day 6 (https://weber.instructure.com/calendar?event_id=849623&include_contexts=course_444638)	12am

Date	Details	
Sat Dec 2, 2017	 Extra Credit Course Evaluation Completed (https://weber.instructure.com/courses/444638/assignments/3556627)	due by 11:59pm
	 FR Oral Presentation (https://weber.instructure.com/courses/444638/assignments/3556629)	due by 11:59pm
	 FR Oral Presentation Self-Evaluation (https://weber.instructure.com/courses/444638/assignments/3556630)	due by 11:59pm
Mon Dec 4, 2017	 Grammar Posttest (https://weber.instructure.com/calendar?event_id=849621&include_contexts=course_444638)	12am
Tue Dec 5, 2017	 Grammar Posttest (https://weber.instructure.com/calendar?event_id=849620&include_contexts=course_444638)	12am
Wed Dec 6, 2017	 Grammar Posttest (https://weber.instructure.com/courses/444638/assignments/3556634)	due by 11:59pm