

# 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 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 **March 27, 2018**.

### 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. Quizzes cannot be taken late.

### 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)

[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	due by 11:59pm
Sat Jan 13, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693196">Chapter 1 Quiz</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693196">https://weber.instructure.com/courses/461088/assignments/3693196</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693284">Self Introduction using GoReact.com</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693284">https://weber.instructure.com/courses/461088/assignments/3693284</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693286">Sentence Basics PreAssessment</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693286">https://weber.instructure.com/courses/461088/assignments/3693286</a>	due by 11:59pm
Sat Jan 20, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693218">Chapter 2 Outlining Activity</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693218">https://weber.instructure.com/courses/461088/assignments/3693218</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693194">Chapter 2 Quiz</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693194">https://weber.instructure.com/courses/461088/assignments/3693194</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693268">Personal Attribute Assgn</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693268">https://weber.instructure.com/courses/461088/assignments/3693268</a>	due by 11:59pm
Sat Jan 27, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693184">Chapter 8 Quiz</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693184">https://weber.instructure.com/courses/461088/assignments/3693184</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693234">Formal Report Instructions</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693234">https://weber.instructure.com/courses/461088/assignments/3693234</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693243">FR Proposal Assgn</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693243">https://weber.instructure.com/courses/461088/assignments/3693243</a>	due by 11:59pm
Sat Feb 3, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693178">Chapter 9 Quiz</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693178">https://weber.instructure.com/courses/461088/assignments/3693178</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693244">FR Traditional Outline</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693244">https://weber.instructure.com/courses/461088/assignments/3693244</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693280">Rough Draft FR Questionnaire</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693280">https://weber.instructure.com/courses/461088/assignments/3693280</a>	due by 11:59pm
Sat Feb 10, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693195">Chapter 10 Quiz</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693195">https://weber.instructure.com/courses/461088/assignments/3693195</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693226">Exam 1</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693226">https://weber.instructure.com/courses/461088/assignments/3693226</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693254">International Team ProposalA</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693254">https://weber.instructure.com/courses/461088/assignments/3693254</a>	due by 11:59pm

Date	Details	
Sat Feb 17, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693188">Chapter 12 Quiz</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693188">https://weber.instructure.com/courses/461088/assignments/3693188</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693288">Meeting Summary 1 (contact with Teammates)</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693288">https://weber.instructure.com/courses/461088/assignments/3693288</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693259">NoRedInk Building Compound and Complex Sentences</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693259">https://weber.instructure.com/courses/461088/assignments/3693259</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693266">NoRedInk Punctuation &amp; Colons</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693266">https://weber.instructure.com/courses/461088/assignments/3693266</a>	due by 11:59pm
Fri Feb 23, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693302">Team Report Instructions</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693302">https://weber.instructure.com/courses/461088/assignments/3693302</a>	due by 11:59pm
Sat Feb 24, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693213">Chapter 3 Quiz</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693213">https://weber.instructure.com/courses/461088/assignments/3693213</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693221">Chapter 3 Writing Activity</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693221">https://weber.instructure.com/courses/461088/assignments/3693221</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693291">Staff Mtg Agenda and Minutes 2</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693291">https://weber.instructure.com/courses/461088/assignments/3693291</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693296">Team Flyer</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693296">https://weber.instructure.com/courses/461088/assignments/3693296</a>	due by 11:59pm
Sat Mar 3, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693199">Chapter 4 Quiz</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693199">https://weber.instructure.com/courses/461088/assignments/3693199</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693262">NoRedInk Parallelism &amp; Active vs. Passive</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693262">https://weber.instructure.com/courses/461088/assignments/3693262</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693265">NoRedInk Phrases and Dependent Clauses</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693265">https://weber.instructure.com/courses/461088/assignments/3693265</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693305">Team Written Report</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693305">https://weber.instructure.com/courses/461088/assignments/3693305</a>	due by 11:59pm
Sat Mar 17, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693175">Chapter 11 Quiz</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693175">https://weber.instructure.com/courses/461088/assignments/3693175</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693228">Exam 2</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693228">https://weber.instructure.com/courses/461088/assignments/3693228</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3709262">Formal Report Format</a> <a href="https://weber.instructure.com/courses/461088/assignments/3709262">https://weber.instructure.com/courses/461088/assignments/3709262</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693260">NoRedInk Misplaced and Dangling Modifiers</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693260">https://weber.instructure.com/courses/461088/assignments/3693260</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693299">Team Oral Presentation</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693299">https://weber.instructure.com/courses/461088/assignments/3693299</a>	due by 11:59pm

Date	Details	
Sat Mar 24, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693176">Chapter 5 Quiz</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693176">https://weber.instructure.com/courses/461088/assignments/3693176</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693236">FR Completed Questionnaire with Interview</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693236">https://weber.instructure.com/courses/461088/assignments/3693236</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693294">Team Eval Oral Presentation</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693294">https://weber.instructure.com/courses/461088/assignments/3693294</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693300">Team Participation Eval</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693300">https://weber.instructure.com/courses/461088/assignments/3693300</a>	due by 11:59pm
Sat Mar 31, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693209">Chapter 6 Quiz</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693209">https://weber.instructure.com/courses/461088/assignments/3693209</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693283">Formal Report Transmittal Letter (Routine)</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693283">https://weber.instructure.com/courses/461088/assignments/3693283</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693246">FR Written Report</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693246">https://weber.instructure.com/courses/461088/assignments/3693246</a>	due by 11:59pm
Sat Apr 7, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693216">Bad News Message Using Letter Style</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693216">https://weber.instructure.com/courses/461088/assignments/3693216</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693210">Chapter 7 Quiz</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693210">https://weber.instructure.com/courses/461088/assignments/3693210</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693238">FR Oral Presentation</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693238">https://weber.instructure.com/courses/461088/assignments/3693238</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693241">FR Oral Presentation Self-Evaluation</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693241">https://weber.instructure.com/courses/461088/assignments/3693241</a>	due by 11:59pm
Sat Apr 14, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3697621">Elevator Speech</a> <a href="https://weber.instructure.com/courses/461088/assignments/3697621">https://weber.instructure.com/courses/461088/assignments/3697621</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693224">Elevator Speech</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693224">https://weber.instructure.com/courses/461088/assignments/3693224</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693231">Exam 3</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693231">https://weber.instructure.com/courses/461088/assignments/3693231</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693232">Extra Credit Course Evaluation Completed</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693232">https://weber.instructure.com/courses/461088/assignments/3693232</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693273">Resume or CV</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693273">https://weber.instructure.com/courses/461088/assignments/3693273</a>	due by 11:59pm

Date	Details	
Sat Apr 21, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693223">Cover Letter (Persuasive) and Job Announcement</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693223">https://weber.instructure.com/courses/461088/assignments/3693223</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693257">Mock Interview w/Resume</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693257">https://weber.instructure.com/courses/461088/assignments/3693257</a>	due by 11:59pm
Thu Apr 26, 2018	 <a href="https://weber.instructure.com/courses/461088/assignments/3693248">Grammar Posttest (Final Exam)</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693248">https://weber.instructure.com/courses/461088/assignments/3693248</a>	due by 11:59pm
Fri Jun 29, 2018	 <a href="https://weber.instructure.com/calendar?event_id=882314&amp;include_contexts=course_461088">Fall Break</a> <a href="https://weber.instructure.com/calendar?event_id=882314&amp;include_contexts=course_461088">https://weber.instructure.com/calendar?event_id=882314&amp;include_contexts=course_461088</a>	12am
Thu Aug 9, 2018	 <a href="https://weber.instructure.com/calendar?event_id=882316&amp;include_contexts=course_461088">Thanksgiving Holiday</a> <a href="https://weber.instructure.com/calendar?event_id=882316&amp;include_contexts=course_461088">https://weber.instructure.com/calendar?event_id=882316&amp;include_contexts=course_461088</a>	12am
Fri Aug 10, 2018	 <a href="https://weber.instructure.com/calendar?event_id=882315&amp;include_contexts=course_461088">Thanksgiving Holiday</a> <a href="https://weber.instructure.com/calendar?event_id=882315&amp;include_contexts=course_461088">https://weber.instructure.com/calendar?event_id=882315&amp;include_contexts=course_461088</a>	12am
	 <a href="https://weber.instructure.com/courses/461088/assignments/3710065">Individual Meeting Preparation 1</a> <a href="https://weber.instructure.com/courses/461088/assignments/3710065">https://weber.instructure.com/courses/461088/assignments/3710065</a>	
	 <a href="https://weber.instructure.com/courses/461088/assignments/3693293">Students Who Did Not Participate in Team Flyer</a> <a href="https://weber.instructure.com/courses/461088/assignments/3693293">https://weber.instructure.com/courses/461088/assignments/3693293</a>	
	 <a href="https://weber.instructure.com/courses/461088/assignments/3697449">Tone Assignment</a> <a href="https://weber.instructure.com/courses/461088/assignments/3697449">https://weber.instructure.com/courses/461088/assignments/3697449</a>	