

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: BUSINESS COMMUNICATIONS

Code No.: ENG 120

Program: SMALL BUSINESS MANAGEMENT PROGRAM

Semester: TWO

Date: JANUARY, 1986

Author: G. COND

New: X Revision: \_\_\_\_\_

APPROVED: *J. Koch*  
Chairperson

*Jan 17 '86*  
Date

BUSINESS COMMUNICATIONS

ENG 120

---

Course Name

---

Course Number

Course Objectives:

Upon completion of the course, the successful student will be able to do the following:

1. Write clear, concise, grammatically correct sentences in a variety of patterns.
2. Write unified, developed, well-organized paragraphs.
3. Write brief, coherent essays using a number of expository techniques such as process analysis, comparison and contrast, cause and effect.
4. Write business letters of various kinds observing proper form, clarity, conciseness, and business-like, but understanding tone.
5. Write a clear, complete, and properly organized resume.
6. Produce accurate summaries of significant passages.
7. Spell standard English words at a college level of accuracy.
8. Use a dictionary for proper pronunciation and shades of meaning.
9. Achieve clarity and proper emphasis in oral expression.

Topics:

1. Review of the fundamentals in:
  - a) spelling (words often confused, possessives, frequently misspelled words, words misspelled in student writing)
  - b) grammar (recognition and avoidance of common errors in sentence structure and other grammatical constructions)
  - c) punctuation (comma, semicolon, colon, dash, quotation marks)

2. Writing of Expository Material:

- a) paragraphs
- b) essays using various techniques (the essay writing gives practice in the organization and development of a composition of 500 words or more. Subjects suggested will be related to the Small Business Management program)
- c) business letters (inquiry, order, claim and adjustment, application)

3. The Resume:

4. Summaries (the summary exercises develop habits of careful reading and concise accurate writing)

TEXTBOOK - The Least You Should Know About English, Form A, Third Edition  
by Glazier

EVALUATION:

a) Levels

Student work will be graded into one of the following four levels:

- "A" - outstanding or considerably above average (80-100)
- "B" - average or above (70-79)
- "C" - below average, but acceptable (60-69)
- "R" - below basic requirement in either writing ability or work completed (59 or lower)

b) Distribution

For calculation of the final grade, the proportion of marks given to the various assignments and exercises will be as follows:

- grammar, punctuation, and spelling exercises	- 20
- essays	- 20
- letters and resumes	- 20
- summaries	- 15
- examination (essay, letter, summary, revision sheet	- 25

---

100