BUSINESS COMMUNICATIONS

ENG 215-3

BUSINESS PROGRAMS

WINTER

JANUARY, 1987

LANGUAGE & COMMUNICATION SKILLS DEPARTMENT

Approved: N. KOCH
Chairperson

Date: June 6, 1987

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This course is designed for students preparing themselves for employment in business areas where skills of clarity, conciseness, and accuracy are necessary in both written and oral communications. Emphasis is also placed on developing student skills in locating, gathering and organizing information.

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<th>CREDITS</th>
<th>DURATION</th>
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<tr>
<td>3</td>
<td>16 weeks</td>
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<th>HOURS/WEEK</th>
<th>PREREQUISITES</th>
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<td>3</td>
<td>ENG 120-3 or the equivalent</td>
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**ADVANCED CREDIT:**

Students who have complete a similar post-secondary course or who have relevant employment-related experience should consult the Co-ordinator of the Language and Communication Skills/Social Sciences Department in Room E472.

**TEXTBOOK:**


**SUPPLEMENTARY TEXTS:**


Collin's, *Webster's New World Dictionary*.

In addition, students will be expected to obtain an overhead transparency and a non-permanent (water soluable) transparency marking pen.

**SUMMARY OF OBJECTIVES:**

1. Students, in their written assignments, will demonstrate the ability to produce clear, accurate well-organized text.

2. Students will demonstrate comprehension of program-related material by producing accurate summaries that also reflect the emphasis and tone of the original document.

3. Students will prepare an effective job-application package comprising the letter of application and the resume.

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Evaluation

Writing assignments will be marked A, B, C, or Revise. Assignments submitted late will be penalized.

Attendance

Regular attendance is a requirement of the course. Absences will affect your learning and your final grade. Make-up tests will be given only in cases of serious illness or emergency.