Course number & Name: ENG 111 – Business Communication Credit hours: 4 quarter hours Method of Delivery: Online

Course Description: A study of the uses of writing and other aspects of communication in business and industry. The principles of grammar and composition are applied to the writing of business letters and reports. Students also develop useful skills that will increase their abilities to write brief expository papers free from grammatical errors.

Text Book:

Bovee, C.L., and J. V. Thill. *Business Communication Today* (11th ed.). Upper Saddle River, NJ: Pearson, 2012. **ISBN**: 978-0134562186

Hardware/Software Materials Needed for this Course:

- Microsoft PowerPoint
- Microsoft Word

Topics:

- Understanding effective business communications
- Apply the writing process to letters, e-mail, reports and proposals
- Designing and delivering effective presentations

Learning Objectives:

- 1. Demonstrate an understanding of communication in business.
- 2. Recognize how to find, evaluate and process information.
- 3. Display knowledge of intercultural communications.
- 4. Develop and write business letters, memos, reports and other related documents that are concise, clear and diplomatic.
- 5. Analyze, proofread and revise business documents.
- 6. Plan and deliver an oral presentation using visual aids.

Midstate Grading scale:

90 -	100	A
80 -	89	В
70 -	79	С
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60 - 69 D 0 - 59 F

Instructor Information:

Dr. Steve Bortolotti 692-4092 - ext. 2260 sbortolotti@midstate.edu

Policies and Procedures:

1. Make sure you all policies and procedures.

2. No assignments accepted past due dates, unless you contact me beforehand; that is, do not miss a deadline and then ask to hand it in late. If you know you will miss a deadline, plan on asking for an extension. Drop boxes close promptly at 8:00 on Monday mornings, unless otherwise noted. Absences do not exempt you from submitting work in on time. I reserve the right to negotiate late submissions with students on a one-on-one basis.

3. Attendance: You will be counted as being in attendance for any given week if you have submitted an assignment and/or participated in a discussion group by Mondays, 8:00 AM.

4. If you miss multiple weeks, no matter what the excuse is, do not expect to be able to make-up assignments.

5. It is the student's responsibility to keep all copies of papers and written assignments turned in for a grade. If an assignment is lost by the student or the instructor, the student is responsible for providing the instructor with another copy of the paper or assignment. Copies of the papers written in this course should be kept until the student receives his or her final grade for the quarter.

6. Students' written work will be typed using Microsoft Word; Times New Roman size 12 font; default margins.

7. Students suspected of plagiarizing will be subject to the penalties outlined in the *Midstate College Student Handbook.*

8. Late Work

I will accept assignments, but they will be subject to late points. Refer to assignment sheets for late point breakdowns.

9. Work from weeks 1-6 will not be accepted after midterm (Week 6), for any reason, even for late points. No exceptions.

10. During Weeks 7-11, the same above policies apply.

11. Work from weeks 7-11 will not be accepted after (Week 11), for any reason, even for late points. No exceptions.

Midstate College Plagiarism Policy:

Plagiarism is using another person's words, by either paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response that includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success: The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); <u>studentsuccess@midstate.edu</u> (email).

Method of Evaluating Student Performance:

- Students will be expected to participate in class discussion, group studies and projects and will earn grades based on quality and frequency of contributions.
- All submitted papers, reports, etc., will be graded on content (scope, clarity, language, organization and understanding) and form (grammar, punctuation and structure).
- Pre- and post-assessment tests will be given from material in the text to determine comprehension of core course concepts.

Examination Information: Quizzes and exams will feature multiple choice, true/false and/or short answer questions.

Grading Distribution:	
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 Projects (100 pts/ea) 	200 points
Midterm Exam	100 points
Final Exam	200 points
 Assignments (20 pts/ea) 	200 points
 Quizzes (20 pts/ea) 	200 points
 In-Class Skills Tests (10 pts/ea) 	100 points
	1,000 points

WEEKLY BREAKDOWN

Week	Instruction & Skills Tests	Objectives	<u>A</u> ssignments, <u>Q</u> uizzes, <u>Pr</u> ojects, <u>E</u> xams
Week 1	<u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est	1	Assignments for the weekQ#1: Chapter 1 (20 pts)
	D: Communication and Your Career		
	• R: H-1, Prologue & Chapter 1		
	L: Course Introduction; Chapter 1		
	 ST#1: Chapter 1 Test Your Knowledge (10 pts) 		

Week 2	<u>D</u> iscussion, <u>R</u> eading, <u>L</u> ecture, <u>S</u> kills <u>T</u> est ● D: Group Communication	1,2	Assignments for the weekQ#2: Chapter 2 (20 pts)
	• R: Chapter 2		
	L: Chapter 2		
	ST#2: Chapter 2 Test Your Knowledge (10 pts)		

Week 3	 <u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture, <u>S</u>kills <u>T</u>est D: Intercultural Communication D: Three-Step Writing Process (Planning) R: Chapters 3 & 4 L: Chapters 3 & 4 ST#3: Chapters 3 Test Your Knowledge (10 pts) 	3,4	 Assignments for the week Mind-Mapping & Outlining (20 pts) Q#3: Chapter 3 (20 pts) Q#4: Chapter 4 (20 pts)
Week 4	 <u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture, <u>S</u>kills <u>T</u>est D: Project 1 – Writing to Persuade D: Three-Step Writing Process (Writing & Completing) R: Chapters 5 & 6 L: Chapters 5 & 6 ST#4: Chapters 5 & 6 Test Your Knowledge (10 pts) 	1,2,4,5	 Assignments for the week KISS – Organizing an intro, body, & conclusion (20 pts) Q#5: Chapter 5 (20 pts) Q#6: Chapter 6 (20 pts)
Week 5	 <u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture, <u>S</u>kills <u>T</u>est D: Project 1 – Writing to Persuade D: Utilizing Videoconferencing Software ST#5: Midterm Review (10 pts) 	1-5	 Assignments for the week Project 1 Outline (20 pts) E#1: Midterm Exam (100 pts)
Week 6	Discussion, <u>R</u> eading, <u>L</u> ecture, Skills <u>T</u> est ● E#1: Midterm Exam (100 pts)	1-5	Assignments for the week

Week 7	 <u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture, <u>S</u>kills <u>T</u>est D: Planning Reports & Proposals D: Writing Reports & Proposals R: Chapter 13 & 14 L: Chapters 13 & 14 ST#6: Chapter 13/14 Test Your Knowledge (10 pts) 	1,2,4	 Assignments for the week Writing to Persuade (100 pts) Q#7: Chapter 13/14 (20 pts)
Week 8	 <u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture, <u>S</u>kills <u>T</u>est D: Project 2 – Speaking to Inform D: Completing Reports & Proposals R: Chapter 15 L: Chapters 15 ST#7: Chapter 15 Test Your Knowledge (10 pts) 	5	Assignments for the week Q#8: Chapter 15 (20 pts)
Week 9	 <u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture, <u>S</u>kills <u>T</u>est D: Project 2 – Speaking to Inform D: Developing Oral & Online Presentations R: Chapter 16 L: Chapters 16 ST#8: Chapter 16 Test Your Knowledge (10 pts) 	1,4,6	Assignments for the week • Q#9: Chapter 16 (20 pts)

Week 10	 <u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture, <u>S</u>kills <u>T</u>est D: Project 2 – Speaking to Inform D: Using Visual Aids R: Chapter 17 L: Chapters 17 ST#9: Chapter 17 Test Your Knowledge (10 pts) 	4,6	 Assignments for the week A#10: Oral Presentation If we have time this term, you will be asked to do an on campus presentation. This is subject to change. Q#10: Chapter 17 (20 pts) Pr#2: Speaking to Inform (100 pts)
Week 11	 <u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture, <u>S</u>kills <u>T</u>est D: Project 2 – Speaking to Inform ST#10: Final Exam Review (10 pts) 	1-6	 Assignments for the week E#2: Final Exam (200 pts)
Week 12	 <u>D</u>iscussion, <u>R</u>eading, <u>L</u>ecture, <u>S</u>kills <u>T</u>est D: Course Summary E#2: Final Exam (200 pts) 	1-6	