



CLASS NUMBER AND NAME:	<b>ENN200B—BUSINESS ENGLISH IIB—PUNCTUATION</b>
TOTAL HOURS/UNITS:	24 HOURS—2 UNITS
PREREQUISITES:	ENN200A—Business English IIA—Punctuation
TEXTS AND MATERIALS:	<p><i>College English and Communication, 9th, Camp and Satterwhite;</i> Glencoe McGraw-Hill, 2007. (Customized book for ENN200A/B and ENN300A/B)</p> <p><i>The Gregg Reference Manual, 11<sup>th</sup>, Sabin, William A.,</i> Glencoe/McGraw-Hill Book Company, 2011. (The supplementary workbook for this text is also required.)</p> <p>Access to a current dictionary.</p> <p>A notebook for taking and keeping class notes.</p>
CLASS DESCRIPTION:	This class is a general overview of the use of punctuation in business correspondence and report writing. Emphasis will be on the correct usage of capitalization, abbreviations, and numbers.
CLASS OBJECTIVES:	The student will review the basic rules of punctuation so that he or she will be able to apply them correctly.
CLASS FORMAT OVERVIEW:	<p>The class is a combination of lecture, student participation, homework, projects and in-class tests.</p> <p>The student is required to read and do the work as assigned in class. The pages from the workbook will not necessarily be turned in weekly; however, the workbooks will be turned in (to be returned to the student) if so requested by the instructor.</p>
REQUIREMENTS:	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
METHODS OF INSTRUCTION:	<p>As lecture and student participation are used as the principal means of instruction, it will be expected that all students will be present every day to take part in class. Along with the discussions held in class, work will be assigned from the workbook, which accompanies the text; for that reason, the workbook, the textbook, and the notebook containing class notes must be in class every day.</p> <p>All classroom assignments are due at the beginning of the class hour. All students should be prepared to respond in class when called upon to do so. Assignments will be collected periodically.</p>

It will be the student's responsibility to learn of any assignments given in class when absent.

**CLASS ATTENDANCE:**

It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present--the instructor's decision will be final.

Students must maintain 80% attendance in order to pass the class.

Attendance will be taken every day.

All classroom assignments are due at the beginning of the class hour. All students should be prepared to respond in class when called upon to do so. Assignments will be collected periodically. Late homework will not be accepted for credit.

It will be the student's responsibility to learn of any assignments given in class when absent.

**TESTING:**

A test-out is available to any student who opts to challenge the material covered in the course. The student must score a 90 percent or above to pass; test-out credit will then be given for the course. The test-out must be completed on the first day of class.

Vocabulary/spelling tests will be given throughout the module. Sound alike and homonym words will be emphasized.

Major tests will be given along with any quizzes as needed at the discretion of the instructor.

**LATE TESTING:**

**A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS. THIS INCLUDES THE WEEKLY VOCABULARY TESTS.** If a student is not present on the day of the test and has not been in communication with the instructor, the student will automatically be given the 10 percent penalty.

Make-up tests will be given at the convenience of the instructor.

Retakes may be offered at the discretion of the instructor.

**GRADING POLICIES:**

The final letter grade will be based on the following percentages:

75% tests and projects

25% attendance and homework

100% – 90%      A

89% – 80%      B

79% – 70%      C

69% – 60%      D

Below 60%      F

**ANTICIPATED LEARNING  
OUTCOMES:**

Upon completing this class, the student will be able to:  
**OUTCOMES:**

1. Identify and correct defects in basic sentence punctuation.
2. Identify problems in syntax and alter the punctuation, as well as the grammar, to create a complete and well-developed sentence.
3. Identify and correct errors in the use of advanced business-related words in addition to those found in business-related grammar.
4. Identify and correct errors in the use of basic business-related vocabulary.
5. Recognize the availability, use, and advantages of reference materials in creating errorless copy.

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## **SECTIONS COVERED**

### **ENGLISH 200B**

- QUOTATION MARKS
- PARENTHESES
- APOSTROPHES
- CAPITALIZATION
- ABBREVIATIONS
- NUMBERS

### **COMPREHENSIVE REVIEW**

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## ENN200B — Business English II — Punctuation

	<b>Topics</b>		
<b>Week 1</b>	Welcome, introductions, Handouts, Overview, Vocabulary list		
	Quotation marks		
	Parentheses, Apostrophes		
<b>Week 2</b>	Capitalization		
	Capitalization		
	<b>Vocabulary Test 1</b> <b>Sentences and Lists Due</b>		
<b>Week 3</b>	Abbreviations – Names, Groups, etc.		
	Abbreviations – Businesses		
<b>Week 4</b>	Abbreviations		
	Abbreviations review		
	ENN200A review		
	<b>Vocabulary Test 2</b> <b>Sentences List 2 Due</b>		
<b>Week 5</b>	Numbers: Roman numerals, addresses		
	ENN200B Review		
<b>Week 6</b>	Review for Final Exam		
	Complete Review for Final Exam		
	<b>Comprehensive Final Exam</b> <b>(ENN100A through ENN 200B)</b>		
	<b>Complete Comprehensive Final Exam</b>		

This schedule is subject to change by the instructor to meet the learning objectives of the course.

# ENN200B Vocabulary List

Provide definitions and write sentences for each set of words. The purpose of this assignment is to both understand and properly use each set of words. These words are listed in The Gregg Reference Manual, ¶719, starting on page 199. Your knowledge of these words will be tested by matching each word with its correct definition in addition to writing sentence. ALL SUBMITTED WORK MUST BE TYPEWRITTEN.

**\*\*THIS ASSIGNMENT MUST BE TURNED IN PRIOR TO THE TEST TO RECEIVE COURSE CREDIT FOR THE VOCABULARY TEST\*\***

## LIST 1

Affect / Effect

Bare / Bear

Dual / Duel

Discreet / Discrete

Incite / Insight

Persecute / Prosecute

Sole / Soul

Taught / Taut

Ware / Wear / Were / Where

Waver / Waiver

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## LIST 2

Accede / Exceed

Bizarre / Bazaar

Canvas / Canvass

Cash / Cache

Elicit / Illicit

Meat / Meet / Mete

Overdo / Overdue

Right / Rite / Wright / Write

Rote / Wrote