



CLASS NUMBER AND NAME:

**ENN100A—BUSINESS ENGLISH IA—GRAMMAR**

TOTAL HOURS:

24 HOURS—2 UNITS

PREREQUISITES:

NONE

TEXTS AND MATERIALS:

College English and Communication, 9th, Camp and Satterwhite; Glencoe McGraw-Hill, 2007. (Customized book for ENN100A/B) (ISBN 9781121798069)

*The Gregg Reference Manual*, 11th, Sabin, William A.; Glencoe McGraw-Hill, 2011. (ISBN 9780077465858)

Access to a current dictionary.

The student will also need a notebook for taking and keeping class notes.

CLASS DESCRIPTION:

This class will define and utilize grammatical skills as a foundation for clear, organized writing and speaking. Emphasis will be on correct verb usage and nouns (plurals and possessives).

CLASS OBJECTIVES:

The student will review the basic rules of English grammar so that he or she will be able to apply them correctly in spoken and written communication.

The student will review the usage of clear grammatically correct communication.

CLASS FORMAT OVERVIEW:

The class is a combination of lecture, written exercises and student participation. 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. Work will be assigned from the workbook, which accompanies the text. Please bring books to class each day.

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.

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.

At all times, it will be up to the student to find out what work was assigned while he or she was absent. In-class assignments are given periodically and may not be made up.

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 80% 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.

Spelling tests will be given every module. The words to be covered in the test will be taken from a list of most frequently misspelled words in business. Additional vocabulary may be given periodically. The students will be responsible for both the spelling and definitions of vocabulary words.

Tests and quizzes will be given as determined by the instructor.

#### LATE TESTING:

Tests must be taken on the scheduled day. A 10% penalty will be assessed for late tests.

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

Retakes may be given at the discretion of the instructor.

#### GRADING POLICIES:

The final grade will be the result of all tests taken, homework assignments, classroom participation, spelling tests, any quizzes given during the module, and attendance.

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

75% tests and projects

25% attendance and homework

#### Grading Scale

100 - 90 %	A
89 - 80 %	B
79 - 70 %	C
69 - 60 %	D
Below 60 %	F

ANTICIPATED LEARNING  
OUTCOMES:

Upon completing this course, the student will be able to:

1. Identify and correct defects in basic English grammar.
2. Identify problems in syntax and alter the grammar as necessary to create a complete and errorless sentence.
3. Identify and correct errors in basic business-related spelling words.
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.
6. Demonstrate attainment of these learning outcomes by earning a passing score on the tests and quizzes.

# **CLASS SCHEDULE AND ASSIGNMENTS**

The following sections of the text will be covered during this course.

---

## **ENGLISH 100-A**

LANGUAGE STRUCTURE / PARTS OF SPEECH

THE SENTENCE

VERBS

VERBS—REGULAR AND IRREGULAR

NOUNS: PLURAL FORMS

NOUNS AND PRONOUNS: POSSESSIVE FORMS

---

## ENN100A – Business Grammar I

<b>Week 1</b>		Welcome, Introductions Test Out		
		8 Parts of Speech Nouns, Pronouns, Verbs		
		8 Parts of Speech Adjectives, Adverbs, Prepositions, Conjunctions, Interjections		
		The Sentence Subjects, Predicates		
<b>Week 2</b>		Predicates / Normal Sentence Order Types of Sentences		
		Clauses and Phrases Sentence Fragments		
		<b>Spelling Test #1</b>		
<b>Week 3</b>		Verbs – Basics, irregulars		
		Verb forms, Phrases, Tenses		
		<b>Spelling Test #2</b>		
<b>Week 4</b>		Irregular Verbs, Being Verbs Transitive/Intransitive Verbs		
		<b>Spelling Test #3</b>		
<b>Week 5</b>		Nouns-plurals		
		Special plurals Nouns ending in “o,” “f,”“fe” Foreign nouns		
		Possessive forms of nouns Compound nouns		
		<b>Spelling Test #4</b>		
<b>Week 6</b>		Possessive forms of personal pronouns		
		Review for Test		
		<b>Final Exam</b>		

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

### Spelling List — ENN100A

List 1	List 2	List 3	List 4
Absence	Brilliant	Development	Favorite
Abundance	Brochure	Dilemma	Finally
Acceptance	Business	Disappoint	Financial
Accommodate	Calendar	Disastrous	Foreign
Accomplish	Campaign	Discipline	Fulfill
Accordance	Category	Disgusted	Further
Accurate	Certificate	Division	Genuine
Achievement	Challenge	Document	Glamorous
Acquaint	Circumstances	Dominant	Government
Activities	Commission	Economic	Grammar
Addition	Commitment	Elementary	Guarantee
Adequate	Committee	Eligible	Guidance
Administrative	Concentrate	Eliminate	Handled
Advantageous	Conscientious	Emphasis	Hindrance
Aggravate	Consistent	Employee	Humorous
Amateur	Convenience	Endeavor	Immediately
Analysis	Cooperation	Envelope	Incidentally
Appreciate	Corporate	Equipment	Independent
Appropriate	Correspondence	Established	Individual
Approximately	Criticism	Exaggerate	Industrial
Assistance	Currently	Excellent	Information
Attendance	Customer	Except	Ingredient
Authorized	Decision	Experience	Initial
Available	Defendant	Experiment	Initiative
Bankruptcy	Deficit	Extension	Innovation
Bargain	Definite	Extraordinary	Insistence
Beneficiary	Dependent	Facilities	Insurance
Benefits	Description	Familiar	Interim
Boundary	Despair	Fascinate	International