

CLASS NUMBER AND NAME:

ENN100B—BUSINESS ENGLISH IB—GRAMMAR

TOTAL HOURS/UNITS:

24 HOURS—2 UNITS

PREREQUISITES:

ENN100A—Business English IA - Grammar

TEXTS AND MATERIALS:

College English and Communication, 9th, Camp and Satterwhite; Glencoe McGraw-Hill, 2007. (Customized book for ENN100A/B) (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 the correct usage of pronouns, adjectives, adverbs, prepositions, and conjunctions. Special emphasis will be placed on subject predicate agreement.

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 all 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.

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 90% 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:

A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS--THIS INCLUDES THE WEEKLY SPELLING TESTS. If you are not present on the day of the test and have not made arrangements with the instructor to take the test at an alternate date, you will automatically be given the 10 percent penalty.

Make-up tests will be given at the convenience 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-B

PRONOUNS—NOMINATIVE AND OBJECTIVE FORMS
SUBJECT AND PREDICATE AGREEMENT
ADJECTIVES
ADVERBS
PREPOSITIONS
CONJUNCTIONS

ENN100B – Business Grammar II

	Topics		
Week 1	Welcome, Introductions Syllabus, Handouts 100B Test-out		
	Nominative Case of Pronouns Objective Case of Pronouns		
	Pronouns in Compound Subjects & Objects		
	Spelling Test #1		
Week 2	Predicate agreement with special subjects		
	Spelling Test #2		
Week 3	Predicate agreement with compound subjects Relative pronouns		
	Spelling Test #3		
Week 4	Adjectives		
	Adverbs		
	Spelling Test #4		
Week 5	Conjunctions		
	Prepositions		
Week 6	Conjunctions and Prepositions		

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

ENN100B—Spelling List

List 1	List 2	List 3	List 4
Interpret	Noticeable	Prospective	Superintendent
Inventory	Occasion	Quantity	Supersede
Irrelevant	Occurrence	Questionnaire	Supervisor
Itinerary	Opinion	Reasonable	Surprise
Jeopardy	Opportunity	Receipt	Susceptible
Judgment	Organization	Receive	Technique
Knowledge	Original	Recognize	Temperature
Laboratory	Pamphlet	Recommendation	Thorough
Leisure	Parallel	Relevant	Throughout
Liaison	Participate	Remembrance	Tragedy
Library	Particular	Representative	Transferred
License	Patience	Requirement	Tremendous
Likelihood	Perform	Resistance	Undoubtedly
Luxury	Permanent	Responsibility	Unique
Magnificent	Permissible	Ridiculous	Unmanageable
Maintenance	Persistence	Salary	Unnecessary
Management	Personnel	Schedule	Usually
Maneuver	Persuade	Secretary	Vacillate
Material	Phenomenal	Separate	Various
Maximum	Physician	Siege	Vegetable
Mediocre	Position	Significant	Vehicle
Memorandum	Prejudice	Similar	Villain
Miniature	Premium	Simultaneous	Volume
Miscellaneous	Privilege	Sincerely	Warehouse
Mischievous	Procedure	Souvenir	Weird
Mortgage	Promissory	Strength	Whether
Necessary	Property	Substantial	Yield
Negotiate	Proportion	Sufficient	
Neither	Proposal	Summary	