



**ENN300A—BUSINESS CORRESPONDENCE I**

CLASS NUMBER AND NAME:

TOTAL HOURS/UNITS: 24 HOURS—1 UNIT

PREREQUISITES: Completion of ENN100B-Business English IB-Grammar or concurrent enrollment in ENN200A-Business English IIA-Punctuation

TEXTS AND MATERIALS: *College English and Communication*, 9<sup>th</sup> Edition, Camp & Satterwhite; Glencoe McGraw-Hill/Irwin, 2007. (ISBN 9781121801325) Customized book for ENN200A/B and ENN300A/B

*The Gregg Reference Manual*, 11<sup>th</sup> Edition, Sabin, William A., San Francisco: McGraw-Hill Book Company, 2011. (ISBN 9780077465858)

USB drive

CLASS DESCRIPTION: Business correspondence writing with emphasis on formatting, word control, correct grammar and punctuation. The résumé and cover letter are included for employment preparation.

COURSE OBJECTIVES: The student will apply his/her knowledge of grammar and punctuation to business writing situations.

The student will utilize his/her/document processing skills, proofreading abilities, and critical thinking skills to produce documents used in today's business.

CLASS FORMAT OVERVIEW: The principal format of this course involves the composition and writing of correspondence as assigned to the students. Seminars on course material will be announced in class.

Students will work in a workplace setting using the instructor and peers as resources.

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: As direct supervision of work and the personal discussion of challenges and solutions are used as the principal means of instruction, it will be expected that all students will be present every day to work on assigned correspondence. Assignments will be given in addition to correspondence; therefore, it is important to student success to attend all class sessions, particularly seminars.

CLASS ATTENDANCE: **If a student's overall attendance falls below 80 percent or if he or she is behind 2 letters, the student must be rescheduled for the class.**

It is expected that each student will be in class when class begins. Roll will be taken at the beginning of class. Students must be in class before 10 minutes after the class hour starts to be counted present for the class. Students may not check into class before class begins.

Should it be necessary for a student to be late to class or to leave early, the student should notify the instructor ahead of time; it will then be up to the instructor to decide if the student will be counted as present. The instructor's decision will be final.

**TESTING:**

A final exam and a final project (group and individual) will be given in this class.

**LATE TESTING:**

**A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS.** If a student is not present on the day of a test and has not made arrangements with the instructor to take the test early, the student will automatically be given a 10 percent penalty.

**GRADING POLICIES:**

Correspondence will be graded as follows:

All assignments will be graded according to the standards of format, mechanics, and necessary content for each type of business correspondence. Each document will be scored according to points assigned against the document for errors.

The point assignments are based on the following per error:

**Mechanics:**

Punctuation Errors:	1/2 Point
Capitalization Errors:	1 Point
Formatting Errors:	1 Point
Grammatical Errors:	2 Points
Typographical Errors:	3 Points
Spelling Errors:	3 Points
Hyphenation Errors:	3 Points

**Content:**

Omissions of Content:	1 Point
Poor Sentence Structure:	2 Points
Late Work:	2 Points per day late
Missing Work:	12 Points

Grades on documents will be decided according to total points assigned as follows:

0 to 1 Point	A
2 Points	B
3 to 4 Points	C
5 Points	D
6 Points	F

Students may redo a document that receives five points or higher once for a better score. The average of the two scores will be the final grade on the

document. The corrected document must be turned in with the original within two days of its return. If there are more than 3 total redo documents during a term, the document production grade will be lowered one grade. All other grades on correspondence are final.

**FINAL GRADE:**

The final grades in Correspondence will be the result of all work submitted, class attendance, the final exam, and the final project. The average of all activities will count as the final grade. Class participation will be used when the final average does not truly reflect a student's ability or classwork responsibility or when the final grade average is very close to a higher grade.

The final grade will be based on the following percentages:

Course documents: .....50%  
Open Notebook Final: .....25%  
Final Project (Individual and Group):.....25%

The final grade calculated will be based on the following scores:

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

If the student completes the class work after the module has ended, he or she will receive one grade lower for the class grade for not completing the work within the assigned module.

**LEARNING OBJECTIVES:**

After finishing this class, the student should be able to:

1. Identify the various document formats available to the business writer.
2. Organize and develop the information necessary in each document type.
3. Apply the rules of formatting a document to fit the purpose of the correspondence.
4. Recognize and use correctly all rules and forms required in grammar and punctuation as applied to correspondence.
5. Recognize and correct all errors in the typed correspondence.
6. Use proper judgment in the choice of words, use of terms, and application of document form.
7. Use research skills to develop and properly create employment documents.
8. Demonstrate the ability to apply professional practices in interpersonal and written communication.

# Correspondence A — 6 Week Schedule

	<b>WEEK 1</b>	<b>WEEK 2</b>	<b>WEEK 3</b>	<b>WEEK 4</b>	<b>WEEK 5</b>	<b>WEEK 6</b>
<b>Monday</b>	Seminar Orientation Hackneyed Phrases  <i>Informational Bio.</i>  <i>Letter Parts and Formats</i>	On-Site Writing Consultation Letters 1 & 2  <b>Team Activity</b>  <b>Letter 1 Due</b> End of Hour	On-Site Writing Consultation Letters 3 & 4  <b>Team Activity</b>	Consult/Production Hour  <b>Rough Draft Cover Letter Due End of Hour</b>  <b>Employment Manual</b>	Team Activity <b>Cover Letter Resume Thank You Letter Interview Questions References Reviewing Employment Manuals</b>	Production Hour Final Project  <b>Part A Due Team Letter Due</b>  <b>Organize notes Study for final</b>
<b>Tuesday</b>	Seminar Formatting Letters Bring <i>GRM</i>  <i>Read Section 9.1</i>	Consult/Production Hour <b>Letter 2 Due</b> End of Hour  <i>Read Sections 9.5 and 10.2</i>	Consult/Production  <b>Letter 3 Due</b> End of hour	<b>Beginning of Hour Rough Draft Due of Résumé</b>  All Team Members Should Be Present  <b>Team Activity</b>	<b>Portfolio Due: All Employment Documents In Portfolio</b>  <i>Read Section 14.2</i>	<b>Open Notebook Final Resource Manual Due</b>  Bring Notes and <i>Gregg Reference Manual</i> Final Project
<b>Wednesday</b>	Seminar <b>Planning Messages Team Orientation</b>  <i>Informational Bio Due Read Section 9.4</i>	<b>Seminar Responding &amp; Claims</b>  Choose 2 letters  Team Activity	Consult/Production <b>Hour</b> <b>Letter 4 Due</b>  <i>Read Sects 15.1- 15.5</i>	Production Hour Employment Manual  All rough drafts due tomorrow.  <b>Employment Manual</b>	<b>Seminar Final Projects</b>  <b>Final Project</b>	Production Hour Final Project  <b>Part B Due Individual Letter Due</b>
<b>Thursday</b>	Seminar <b>Informing &amp; Requesting</b>  Choose Two Letters  <b>GRM Page 53 Due</b>	<b>Responding &amp; Claims</b>  Consult/Production  <b>GRM Page 54 Due</b>	<b>Seminar Writing Résumés &amp; Cover Letters</b>  Employment Manual  <b>GRM Page 55 Due</b>	Production Hour Employment Manual  <b>All rough drafts must be submitted for final review today</b> <b>Employment Manual</b> <b>GRM Page 56 Due</b>	Production Hour  <b>Final Project</b>  <b>Final Project</b>	<b>Retake Final</b>  <b>Finalizing Grades</b>

All schedules are subject to change to meet the learning objectives of the course at the discretion of the instructor.