

# Business English

Previously: POFT 1302 - Business Communications I. Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

## Reinforcement Exercises

Level I, Level II, and Level III Reinforcement Exercises for each chapter are in your Business English textbook.

Self-Help Exercises, and all other exercises should be completed in your book. A KEY to grade your Self-Help Exercises begins on p. 391. Be sure to check your work for accuracy. Items you miss will indicate your weaknesses. Please use this information to go back to the chapter and study the rules/guidelines again.

## Chapter Lectures

Chapter Lectures are contained in the links titled Power Point Slides and pdf files. The information in these links will serve as the same lecture you would receive in the traditional classroom. Studying these slides and completing all the assignments in the textbook will guarantee your success in mastering the grammar concepts for this course.

## Chapter Quizzes

Chapter quizzes and writer's workshops are due on or before the due date section of the Topic Outline. They must be received by that day to receive credit. Because websites and computers, as well as personal illness and sick cars, are known to hit us at the last minute, please work ahead on all assignments and submit them early.

The first major exam will cover Chapters 1 through 10. The final exam will cover Chapters 11 through 18. The format will be multiple choice and true/false. You may use your textbook and an English dictionary as references during the exam.

### Course Learning Objectives

- To provide college students with an extensive review of basic grammar concepts, and comprehensive, up-to-date, and relevant instruction in the correct use of English grammar.
- To develop student proficiency in punctuation, capitalization, and number style skills.
- To demonstrate realistic applications of current usage and style in today's work world.
- To develop student language skills in a context that prepares them to succeed in today's Internet economy and digital workplace.

### Required Textbooks

Business English, 12th Edition by Mary Ellen Guffey and Carolyn M. Seefer, (can be purchased in the Weatherford College bookstore; If you are attending college on a grant, you will probably be required to buy your book there.

### Disabilities

#### ADA Statement:

Any student with a documented disability (e.g. learning, psychiatric, vision, hearing, etc.) may contact the Office on the Weatherford College Weatherford Campus to request reasonable accommodations. *Phone:* 817-598-6350 *Office Location:* Office Number 118 in the Student Services Building, upper floor. *Physical Address:* Weatherford College 225 College Park Drive Weatherford, TX.

### Academic Integrity

Academic Integrity is fundamental to the educational mission of Weatherford College, and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty of any kind will not be tolerated. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials including unauthorized use of Generative AI. Departments may adopt discipline specific guidelines on Generative AI usage approved by the instructional dean. Any student who is demonstrated to have engaged in any of these activities will be subject to immediate disciplinary action in accordance with institutional procedures.