

HIBBING COMMUNITY COLLEGE COURSE OUTLINE

COURSE NUMBER & TITLE: BUS 1105: Business English

CREDITS: 3 (3 Lec / 0 Lab)

PREREQUISITES: Satisfactory performance on English placement examination or completion of ENGL 0900 with a grade of "C" or higher.

CATALOG DESCRIPTION:

Business English provides a summarization of basic English and business communication skills through reinforcement of grammar usage, business vocabulary, spelling, punctuation, listening, and reading. The course increases the student's written and oral skills and increases the probability for success in the business world. This course is valuable to anyone with the need to communicate more effectively in today's changing society.

OUTLINE OF MAJOR CONTENT AREAS:

- I. Parts of Speech
- II. Sentences:
 - A. Elements
 - B. Varieties
 - C. Patterns
 - D. Types
 - E. Faults
- III. Nouns
 - A. Plurals
 - B. Possessives
- IV. Pronouns
- V. Verbs
- VI. Subject-Verb Agreement
- VII. Modifiers
 - A. Adjectives
 - B. Adverbs
- VIII. Prepositions
- IX. Conjunctions
- X. Commas
- XI. Semicolons
- XII. Colons
- XIII. Other Punctuation
- XIV. Capitalization
- XV. Numbers

COURSE GOALS/OBJECTIVES/OUTCOMES:

Students will

1. explain the relevance of business English to you and to a business career
2. define the eight parts of speech.
3. identify and define how parts of speech function in sentences.
4. demonstrate using words in a variety of grammatical roles.
5. demonstrate using simple, compound, and complex sentences.
6. demonstrate punctuating statements, questions, commands, and exclamations.
7. explain the distinction between proper and common nouns.
8. demonstrate making regular and irregular nouns plural.
9. demonstrate the distinction between descriptive nouns and possessive nouns.
10. demonstrate the use of subjective, objective, and possessive pronouns.
11. choose the correct pronoun in compound constructions, comparatives, appositives, and following linking verbs.
12. demonstrate making pronoun references clear and ensure that personal pronouns agree with their antecedents in number and gender.
13. define and demonstrate the functions of who, whom, whoever, and whomever.
14. identify transitive, intransitive, linking and helping verbs.
15. demonstrate the use of differentiating between active and passive voice verbs.
16. effectively use verbs in the present, past, and future tenses.
17. identify the subjects of verbs around prepositional phrases, intervening elements, and inverted sentence structure.
18. demonstrate selecting the correct verbs to agree with indefinite pronouns and collective nouns.
19. identify when to use adjectives and adverbs in sentences.
20. demonstrate forming comparative and superlative degrees of regular and irregular adjectives and adverbs.
21. demonstrate the use of articles, demonstrative adjectives, possessive adjectives, compound adjectives, and independent adjectives correctly.
22. demonstrate using objective-case pronouns as objects of prepositions and use challenging prepositions correctly.
23. identify idioms and idiomatic constructions, and use idioms involving prepositions correctly.
24. demonstrate punctuating compound sentences using coordinating conjunctions such as and, or, nor, and but.
25. demonstrate joining unequal sentence elements using subordinating conjunctions such as although, because, if, since, and when.
26. write sentences using commas correctly in series, direct address, and parenthetical expressions.
27. write sentences using commas correctly in punctuating dates, time zones, addresses, geographical items, and appositives.

28. write sentences using commas correctly to indicate omitted words and contrasting statements for clarity, and with short quotations.
29. demonstrate using semicolons correctly in punctuating compound sentences and when necessary to separate items in a series.
30. distinguish between the use of commas and semicolons preceding expressions such as namely, that is, and for instance.
31. demonstrate correctly using colons in business letter salutations, website addresses, time, and publication titles.
32. demonstrate using periods to correctly punctuate statements, commands, indirect questions, polite requests, abbreviations, initials, and numerals.
33. recognize acceptable application for dashes and parentheses, use hyphens correctly, use question marks and exclamation marks correctly, and use brackets, italics, and apostrophes appropriately.

MNTC GOALS AND COMPETENCIES MET:

N/A

HCC COMPETENCIES MET:

Working Productively and Cooperatively
 Communicating Clearly and Effectively

STUDENT CONTRIBUTIONS:

Students are expected to attend all class sessions, participate in classroom activities and discussions, listen to and follow directions, complete assignments on time, request assistance when needed, and contribute to a productive learning environment.

STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.

SPECIAL INFORMATION: (SPECIAL FEES, DIRECTIVES ON HAZARDOUS MATERIALS):

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| AASC APPROVAL DATE: | January 13, 2016 |
| REVIEW DATE: | January 2021 |

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