South Central College

OTEC 1820 Business English

Course Outcome Summary

Course Information

Description
This course is designed to provide students with comprehensive, up-to-date instruction in the correct use of English grammar, sentence structure, punctuation, capitalization, abbreviations, and number usage in written business communications. Students will develop proficiency in proofreading, identifying common errors, and using reference materials to correct sentences, paragraphs, and business documents. This course is based on *The Chicago Manual of Style.*

(Prerequisites: None)

| Total Credits | 3 |
| Total Hours   | 48 |

Types of Instruction

Instruction Type | Credits/Hours
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Lecture | 3/48

Pre/Corequisites

None

Institutional Core Competencies

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Course Competencies

1. Describe reference skills needed in business English
2. Describe the Parts of Speech
   - Learning Objectives
     - Define the eight parts of speech
     - Recognize how parts of speech function in sentences
     - Use words in a variety of grammatical roles
     - Understand the content of business English and its relevance to you and your career
3. Describe the Elements, Patterns, and Types of Sentences
   - Learning Objectives
Recognize basic sentence elements including subjects and predicates
Identify four basic sentence patterns
Punctuate statements, commands, questions, and exclamations
Differentiate among phrases, dependent clauses, and independent clauses
Understand how to use simple, compound, complex, and compound-complex sentences
Use techniques to avoid basic sentence faults such as fragments, comma splices, and run-on sentences

4. **Demonstrate Mastery of Plural and Possessive Nouns**

   **Learning Objectives**
   - Distinguish between proper and common nouns
   - Make regular and irregular nouns plural
   - Spell correctly the plural forms of nouns ending in y, o, and f; proper nouns; surnames; compound nouns; and numerals, letters, degrees, and abbreviations
   - Follow three steps in applying the apostrophe to show possession
   - Distinguish between descriptive nouns and possessive nouns
   - Create correct possessive forms of compound nouns, names, and abbreviations while also avoiding awkward possessives
   - Make challenging nouns plural, including foreign nouns and special nouns
   - Construct correct forms for possessives that involve time, money, incomplete phrases, separate and combined ownership, and academic degrees

5. **Demonstrate mastery of possessive nouns**

6. **Demonstrate Mastery of Pronouns**

   **Learning Objectives**
   - Use subjective, objective, and possessive pronouns carefully
   - Choose the correct pronoun in compound construction, comparatives, appositives, reflexives, and following linking verbs
   - Make pronoun references clear, and ensure that personal pronouns agree with their antecedents in number and gender
   - Make personal pronouns agree with subjects joined by or or nor, indefinite pronouns, collective pronouns, company and organizational names, and the adjectives each and every
   - Understand the functions of who, whom, whoever, and whomever, and follow a five-step procedure in using these words correctly
   - Use the possessive pronoun whose and the contraction who’s correctly

7. **Demonstrate mastery of pronouns and antecedents**

8. **Demonstrate Mastery of Verbs**

   **Learning Objectives**
   - Distinguish between transitive, intransitive, linking, and helping verbs
   - Recognize the functions and specific uses of active- and passive-voice verbs
   - Use correctly verbs in the present, past, and future tenses
   - Recognize and use correctly gerunds, infinitives, and participles
   - Identify and remedy dangling verbal phrases and other misplaced modifiers
   - Understand and apply the subjunctive mood correctly
   - Write the correct forms of irregular verbs
   - Recognize verb forms in the progressive and perfect tenses

9. **Demonstrate mastery of verb tenses and parts**

10. **Demonstrate Mastery of Subject and Verb Agreement**

    **Learning Objectives**
    - Locate the subjects of verbs despite intervening elements and inverted sentence structure
    - Make verbs agree with subjects joined by and and with company names, and with titles
    - Select the correct verbs to agree with collective nouns and indefinite pronouns
    - Make verbs agree with subjects joined by or or nor
    - Make verbs agree with quantities and measures, fractions and portions, who clauses, a number/the number, and who and that clauses
    - Achieve subject-verb agreement with clauses and clauses as subjects and with subject complements
11. **Demonstrate Mastery of Adjectives and Adverbs**
   Learning Objectives
   - Decide whether to use adjectives or adverbs in sentences
   - Form the comparative and superlative degrees of regular and irregular adjectives and adverbs
   - Use articles, demonstrative adjectives, and possessive adjectives correctly, and avoid double negatives
   - Master the correct use of commonly confused adjectives and adverbs
   - Make comparisons within a group, and place adverbs and adjectives close to the words they modify

12. **Demonstrate Mastery of Prepositions**
   Learning Objectives
   - Use objective-case pronouns as objects of prepositions
   - Avoid using prepositions in place of verbs and adverbs
   - Use challenging prepositions correctly
   - Retain necessary prepositions, omit unnecessary ones, and construct formal sentences that avoid terminal prepositions
   - Recognize idioms and idiomatic constructions, and use idioms involving prepositions correctly

13. **Demonstrate Mastery of Conjunctions**
   Learning Objectives
   - Punctuate compound sentences using coordinating conjunctions such as and, or, nor, and but
   - Join unequal sentence elements using subordinating conjunctions such as although, because, if, since, and when
   - Punctuate introductory dependent, terminal dependent, parenthetical, essential, and nonessential clauses
   - Recognize correlative conjunctions such as either...nor, not only...but, but also, and neither...nor
   - Add variety to sentences by using more complex sentence patterns

14. **Demonstrate Mastery of Commas**
   Learning Objectives
   - Use commas correctly in series, direct address, and parenthetical expressions
   - Use commas correctly in punctuating dates, time zones, addresses, geographical items, and appositives
   - Use commas correctly in punctuating independent adjectives and with the adverb too
   - Use commas correctly in punctuating verbal phrases; prepositional phrases; and independent, introductory, terminal, and nonessential clauses
   - Use commas correctly in punctuating degrees, abbreviations, and numerals
   - Use commas to indicate omitted words, contrasting statements, clarity, and short quotations

15. **Demonstrate Mastery of Semicolons and Colons**
   Learning Objectives
   - Use semicolons correctly in punctuating compound sentences
   - Use semicolons when necessary to separate items in a series
   - Learn the proper and improper use of colons to introduce listed items
   - Correctly use colons to introduce colons to introduce quotations and explanatory sentences
   - Distinguish between the use of commas and semicolons preceding expressions such as namely, that is, and for instance
   - Use colons appropriately in business letter salutations, website addresses, time, and publication titles; and be able to capitalize words following colons when necessary

16. **Demonstrate Mastery of Other Punctuation**
   Learning Objectives
   - Use periods to correctly punctuate statements, commands, indirect questions, and polite requests
   - Use periods to correctly punctuate abbreviations, initials, and numerals
   - Use question marks and exclamation point correctly
   - Recognize acceptable applications of the dash
   - Use parentheses to de-emphasize material
   - Explain when to use commas, dashes, or parentheses to set off nonessential material
   - Correctly punctuate and capitalize material set off by parentheses and dashes
Correctly use double and single quotation marks
Correctly place other punctuate marks in relation to quotation marks
Use brackets, underscores, and italics appropriately

17. **Demonstrate Mastery of Capitalization**

   **Learning Objectives**
   - Recognize common and proper nouns for purposes of capitalization
   - Decide when to capitalize proper adjectives and when not to
   - Understand when to capitalize personal titles, numbered items, and points of the compass
   - Correctly capitalize departments, divisions, committees, government terms, product names, and literary titles
   - Capitalize beginning words, celestial bodies, and ethnic references
   - Apply special rules in capitalizing personal titles and terms

18. **Demonstrate Mastery of Numbers**

   **Learning Objectives**
   - Correctly choose between figure and word forms to express general numbers, money, and numbers beginning sentences
   - Express dates, clock time, addresses, and telephone numbers appropriately
   - Use the correct form in writing related numbers, consecutive numbers, periods of time, and ages
   - Use the correct form in expressing numbers in conventional phrases, with abbreviations and symbols, and as round numbers
   - Express correctly weights, measures, and fractions
   - Use the correct form in expressing percentages, decimals, and ordinals

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