South Central College
OTEC1820 Business English
Common Course Outline

Course Information
Course Number OTEC1820
Credits 3 Lecture
Department Office Administration and Technology
Usage Date Spring Semester 2011
Instructional Type Online

Description
The 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.

Prerequisites
None

Learning Outcomes Addressed in this Course
Institutional Core Abilities
A. Communication
B. Critical Thinking
C. Professionalism
D. Technology Literacy

Competencies
1. Describe Reference Skills Needed in Business English
   Learning Objectives
   a. Describe several types of dictionaries
   b. Use a dictionary confidently to determine spelling, meaning, pronunciation, syllabication, accent, word usage, and word history
   c. Select a dictionary to suit your needs
   d. Anticipate what information is included in dictionaries and what information is not
   e. Understand the value of reference materials
   f. Use an electronic dictionary with confidence
   g. Understand the content of Business English and its relevance to you and your career

2. Describe the Parts of Speech
   Learning Objectives
   a. Define the eight parts of speech
   b. Recognize how parts of speech function in sentences
c. Compose sentences showing words playing more than one grammatical role

3. **Describe the Elements, Patterns, and Types of Sentences**

   **Learning Objectives**
   a. Recognize basic sentence elements including subjects and predicates
   b. Convert fragments into complete sentences
   c. Recognize basic sentence faults such as comma splices and run-on sentences
   d. Identify four basic sentence patterns
   e. Punctuate statements, commands, questions, and exclamations

4. **Demonstrate Mastery of Nouns**

   **Learning Objectives**
   a. Recognize four kinds of nouns
   b. Spell challenging plural nouns ending in y, o, and f
   c. Form the plurals of compound nouns, numerals, letters, degrees, and abbreviations
   d. Recognize and use correctly foreign plural nouns and selected special nouns
   e. Use plural personal titles appropriately

5. **Demonstrate Mastery of Possessive Nouns**

   **Learning Objectives**
   a. Distinguish between possessive nouns and noun plurals
   b. Follow five steps in using the apostrophe to show ownership
   c. Use apostrophe construction for animate nouns
   d. Distinguish between descriptive nouns and possessive nouns
   e. Pluralize compound nouns, combined ownership nouns, organization names, and abbreviations
   f. Understand incomplete possessives
   g. Avoid awkward possessives
   h. Determine whether and extra syllable can be pronounced in forming a possessive
   i. Make proper nouns possessive

6. **Demonstrate Mastery of Personal Pronouns**

   **Learning Objectives**
   a. Use personal pronouns correctly as subjects and objects
   b. Distinguish between personal possessive pronouns (such as its) and contractions (such as it's)
   c. Choose the correct pronoun in compound constructions, comparatives, and appositives
   d. Use reflexive pronouns correctly
   e. Use nominative-case pronouns with subject complements
   f. Select the correct pronouns for use with the infinitive to be

7. **Demonstrate Mastery of Pronouns and Antecedents**

   **Learning Objectives**
   a. Make personal pronouns agree with their antecedents in number and gender
   b. Understand the traditional use of common gender and be able to use its alternatives with sensitivity
   c. Make personal pronouns agree with subjects joined by or or nor
   d. Make personal pronouns agree with indefinite pronouns, collective nouns, and organization names
   e. Understand the functions of who and whom
   f. Follow a three-step plan in selecting who or whom
   g. Use the possessive pronoun whose correctly

8. **Demonstrate Mastery of Kinds, Voices, and Moods of Verbs and Verbals**
Learning Objectives
a. Distinguish between transitive and intransitive verbs
b. Understand the three main functions of verbs
c. Recognize the functions and specific uses of active- and passive-voice verbs
d. Convert sentences written in the passive voice to sentences in the active voice
e. Understand and apply the subjunctive mood correctly
f. Use gerunds, infinitives, and participles correctly
g. Identify and remedy dangling verbal phrases and other misplaced modifiers

9. Demonstrate Mastery of Verb Tenses and Parts
Learning Objectives
a. Write verbs in the present, past, and future tenses correctly
b. Understand how helping verbs function in verb phrases
c. Recognize and use present and past participles
d. Write the correct forms irregular verbs
e. Recognize verb forms in the progressive tenses
f. Recognize verb forms in the perfect tenses

10. Demonstrate Mastery of Verb and Subject Agreement
Learning Objectives
a. Locate the subjects of verbs despite intervening elements and inverted sentence structure
b. Make verbs agree with subjects joined by and and with company names and titles
c. Make verbs agree with subjects joined by or or nor
d. Select the correct verbs to agree with collective nouns and indefinite pronouns
e. Make verbs agree with quantities and measures, fractions and portions, who clauses, and a number/the number
f. Achieve subject-verb agreement with clauses and clauses as subjects and with subject complements

11. Demonstrate Mastery of Adjectives and Adverbs
Learning Objectives
a. Form the comparative and superlative degrees of regular and irregular adjectives and adverbs
b. Use articles, demonstrative adjectives, and possessive adjectives correctly, and avoid double negatives
c. Employ adjectives after linking verbs; and use adverbs to modify verbs, adjectives, and other adverbs
d. Punctuate compound and successive independent adjectives correctly
e. Compare degrees of absolute adjectives and make comparisons within a group
f. Place adverbs and adjectives close to the words they modify

12. Demonstrate Mastery of Prepositions
Learning Objectives
a. Use objective-case pronouns as objects of prepositions
b. Avoid using prepositions in place of verbs and adverbs
c. Use eight troublesome prepositions correctly
d. Omit unnecessary prepositions and retain necessary ones
e. Construct formal sentences that avoid terminal prepositions
f. Recognize those words and constructions requiring specific prepositions (idioms)

13. Demonstrate Mastery of Conjunctions
Learning Objectives
a. Distinguish between simple and compound sentences
b. Punctuate compound sentences using coordinating conjunctions such as and, or, nor, and but
c. Punctuate compound sentences using conjunctive adverbs such as therefore, however, and consequently
d. Distinguish among phrases, dependent clauses, and independent clauses
e. Punctuate introductory and terminal dependent clauses
f. Punctuate parenthetical, essential, and nonessential dependent clauses
g. Recognize correlative conjunctions such as either...or, not only...but, but also, and neither...not
h. Recognize simple, compound, complex, and compound-complex sentences
i. Convert simple sentences into a variety of more complex patterns

14. **Demonstrate Mastery of Commas**

   **Learning Objectives**
   a. Use commas correctly in series, direct address, and parenthetical expressions
   b. Use commas correctly in punctuating dates, time zones, addresses, geographical items, and appositives
c. Use commas correctly in punctuating independent adjectives, verbal phrases, and prepositional phrases
d. Use commas correctly in punctuating independent, introductory, terminal, and nonessential clauses
e. Use commas correctly in punctuating degrees, abbreviations, and numerals
f. Use commas to indicate omitted words, contrasting statements, clarity, and short quotations

15. **Demonstrate Mastery of Semicolons and Colons**

   **Learning Objectives**
   a. Use semicolons correctly in punctuating compound sentences
   b. Use semicolons when necessary to separate items in a series
c. Learn the proper and improper use of colons to introduce listed items
d. Correctly use colons to introduce quotations and explanatory sentences
   e. Distinguish between the use of commas and semicolons preceding expressions such as namely, that is, and for instance
   f. Understand why semicolons are sometimes necessary to separate independent clauses joined by and, or, nor, or but
g. Understand colon use and subsequent capitalization

16. **Demonstrate Mastery of Other Punctuation**

   **Learning Objectives**
   a. Use periods to correctly punctuate statements, commands, indirect questions, and polite requests
   b. Use periods to correctly punctuate abbreviations, initials, and numerals
c. Use question marks and exclamation point correctly
d. Recognize acceptable applications of the dash
e. Use parentheses to de-emphasize material
   f. Explain when to use commas, dashes, or parentheses to set off nonessential material
g. Correctly punctuate and capitalize material set off by parentheses and dashes
h. Correctly use double and single quotation marks
   i. Correctly place other punctuate marks in relation to quotation marks
   j. Use brackets, underscores, and italics appropriately

17. **Demonstrate Mastery of Capitalization**

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

18. **Demonstrate Mastery of Numbers**

**Learning Objectives**

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