



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 <i>The Chicago Manual of Style</i> . (Prerequisites: None)
Total Credits	3
Total Hours	48

Types of Instruction

Instruction Type	Credits/Hours
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
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
Punctuate compound sentences using conjunctive adverbs such as therefore, however, and consequently
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...or, 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 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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