Course Description

Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization, and other usage problems. Lecture 3 hours per week.

General Course Purpose

This course is designed to develop a proficient usage of the English language and editing techniques to convey essential information clearly and effectively.

Course Prerequisites/Corequisites

None

Course Objectives

Upon completing the course, the student will be able to:

- Use standard English in business writing and speaking
- Master rules for capitalization
- Understand nouns, pronouns, verbs, adjectives, adverbs, prepositions
- Understand connectives
- Construct sentences
- Write numbers
- Use major punctuation
- Use secondary punctuation
- Study vocabulary, terms, and misused words in business
- Proofread documents

Major Topics to be Included

- Dictionaries
- Spelling Rules
- Capitalization
- Parts of Speech
- Sentence Construction
- Number Usage
- Punctuation
- Word Power
- Proofreading Practice