

BUSINESS COMMUNICATIONS ~ BCOM 2080				
C 1601 - A137 - Tuesdays 9 am - 10:55 am C 1602 - A131 - Wednesdays 6 pm - 7:55 pm C 1603 - A114 - M/W 5 pm - 5:55 pm				
Week	Date	Day	TOPIC	Read before Class
1	Jan 14/16 Jan-15 Jan-16	M/W T W	Course Organization Orientation and student introductions 10 Steps to Becoming a Good Listener CPR - Courtesy, Professionalism, and Respect Establishing Rapport, Interpersonal Communication, and Non-Verbal Communication Business Etiquette, Manners, and Communicating in a Diverse and Global Setting Film clip: writing exercise	<i>Unless otherwise noted, all reading assignments will be in your textbook.</i> Section I Parts R - V, pp. 101-106
2	Jan 21/23 Jan-22 Jan-23	M/W T W	DUE: Business-appropriate e-mail address A-Z's of Report Writing, Report Writing Rules, 10 Good Questions,& Chronological Order Ethical Reporting Fact vs. Opinion Vague vs. Specific Language The importance of proofreading Film clip: writing exercise	Section I A-Z's of Report Writing, p. 9 Parts A - F, pp. 11 - 48 Part I, p. 61 Section VI , pp. 193 - 212 Begin studying Spelling List on own
3	Jan 28/30 Jan-29 Jan-30	M/W T W	First- vs. Third-Person Reporting Report Writing Shoulds and Organizing the Report Note Taking Observation and Description Interviewing skills and Investigative Reporting Film clip: writing exercise	Section I Parts J - O, pp. 66 - 77 Part Q, p. 99 <i>Continue to study Spelling List on own</i>
4	Feb 4/6 Feb-5 Feb-6	M/W T W	When to Write a Report The 4 C's Document, Document, Document Putting together a professional report Due: In-class assignment	Section I Parts W - Z, pp. 107 - 111 Review Section I <i>Continue to study Spelling List on own</i>

5	Feb 11/13 Feb-12 Feb-13	M/W T W	<p>continued: Putting together a professional report</p> <p>Parts of Speech: Nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, interjections, and who vs. whom</p> <p>ASSIGNMENT: Report Writing Exercise</p> <p><i>Film clip: writing exercise</i></p>	<p>Section II: Parts of Speech, p. 113 Parts A - H, pp. 113 - 135 Final Note, p. 136</p> <p>Section I Part H, p. 59</p>
6	Feb 18/20 Feb-19 Feb-20	M/W T W	<p><i>Due: Report Writing Exercise</i></p> <p>The Sentence: What is a Sentence?, Changing Fragments to Sentences, Misplaced phrases Run-on (fused) Sentences, Subject Identification, Capitalization</p> <p><i>Hand-out: The Basics: Writing Letters, Memos, E-mail and other Brief Messages</i></p>	<p>Section IV The Sentence, p. 153 Parts A - F, pp. 155 - 173</p> <p>Section V Active vs. Passive Voice, Subject & Verb Agreement, & Grammar, p. 177 Parts A - C, pp. 179-187</p>
7	Feb 25/27 Feb-26 Feb-27	M/W T W	<p>continued: Parts of Speech and The Sentence</p> <p>Writing Letters, Memos, E-mail, and Other Brief Messages</p>	<p><i>Hand-out: The Basics</i></p> <p>Continue to study Spelling List on own</p>
8	Mar 3/5 Mar-4 Mar-5	M/W T W	<p>EXAM I: Section I (Report Writing), Sections II/IV (English skills review) & Spelling</p> <p>continued: Writing Letters, Memos, E-mail, and Other Brief Messages</p>	<p><i>Hand-out: The Basics</i></p>
NOTE: NO CLASS Monday, March 10 - Sunday, March 10: SPRING BREAK				
9	Mar 17/19 Mar-18 Mar-19	M/W T W	<p>Employment ~ Writing Resumes and Application Letters Interviewing for Employment and Following-Up</p> <p>ASSIGNMENT: Resume, letter of application, list of references, and copy of ad for the position for which you are applying</p>	<p><i>Hand-out: The Basics</i></p>
NOTE: NO CLASS Thursday, March 20 - Sunday, March 23: Holiday				

10	Mar 24/26	M/W	continued: Employment ~ Writing Resumes and Application Letters	<i>Hand-out: The Basics</i> Section III Homophones, p. 139 Section VII Punctuation, p. 2 Parts A - F, pp. 215 - 226
	Mar-25	T	Interviewing for Employment and Following-Up	
	Mar-26	W	Homophones Punctuation: The Comma, The Comma Splice, The Semicolon, The Colon, Quotation Marks, and Apostrophe The 5-minute "Hire Me" sales pitch: Review criteria	
11	Mar 31/ Apr-2	M/W	Let's Practice - Bring in a videotape <i>Be prepared to give a 5-minute oral "Hire Me" sales pitch</i>	
	Apr-1	T	Due : Resume, letter of application, list of references and copy of ad for the position for which you are applying	
	Apr-2	W	***ATTENDANCE MANDATORY***	
12	Apr 7/9	M/W	Due: Memo critique of videotaped presentation	<i>Review: Section I</i>
	Apr-8	T	Descriptive Writing: When You Are the Witness	
	Apr-9	W	Film clip: writing exercise ASSIGNMENT: Film Clip Report	
13	Apr 14/16	M/W	Presentation Basics	
	Apr-15	T	Film clip: writing exercise	
	Apr-16	W	Informal Film Clip Report presentations will begin on April 21, April 22, and April 23 Review Informal Film Clip Report presentation criteria	
14	Apr 21/23	M/W	Informal Film Clip Report presentation-be prepared to give a 3-5 minute oral presentation	
	Apr-22	T	**MUST INCLUDE A VISUAL AID BASED ON FILM CLIP**	
	Apr-23	W	Submit PP handouts (six to a page) ***ATTENDANCE MANDATORY***	
15	Apr 28/30	M/W	SUBMIT: Typewritten copy of Informal presentation of Film Clip Report	
	Apr-29	T	GRAPHICALLY ILLUSTRATED & PREPARED DESCRIPTIVE REPORT	
	Apr-30	W	**MUST INCLUDE A VISUAL AID BASED ON FILM CLIP**	
16	May 5/7	M/W	*** Final Exam ***	
	May-6	T	Unannounced Quizzes will be given throughout the semester	
	May-7	W	*** Schedule subject to change with notice ***	