

Business Grammar

TEMC1150 301

Course Description

Students will gain a greater knowledge of grammar and how to apply it in business settings. Students will learn how to use verb tenses, subject verb agreements, parts of speech, active and passive voice, as well as identifying grammatical errors.

Semester(s): All

Course Student Learning Outcomes

- Analyze documents to identify grammar errors.
- Demonstrate clear sentence structure in written communication.
- Demonstrate proficient use of difficult and confusing words.

Transfer/Certification/Licensure/Employment Information

The USHE (Utah System of Higher Education) technical college program alignment allows for students at any USHE technical college to transfer seamlessly within any other USHE technical college. USHE technical colleges proposing to offer courses associated with this program currently include Davis Tech, Mountainland Tech, and Ogden-Weber Tech.

Communication Plan

An instructor will respond to email within 24 to 48 hours.

An instructor will offer feedback on major assignments within 24 to 48 hours.

The best way to contact an instructor is via the Canvas Inbox.

Keys for Success (how to succeed in the course)

Time Management

Time management is an effective tool for getting things done. Having a proper schedule can help you complete the course on time. Try to write down and schedule as much as possible. Some people will be able to simply schedule block “study times,” others will have to break it down further.

Discipline Yourself

Discipline yourself to study everyday at least two hours or until you understand your assignment. Study to know and to understand, not merely to get a particular grade.

Ask for Help

If you are not keeping up in class, do all that you can do to help yourself including asking for help. Come into the class or Zoom room to talk with your instructor(s).


Communicate with Instructors

If you cannot come to class, please notify your instructors.

Required Text or Materials

Title: No book required for this class

Title: Pen, Pencil, Notebook for taking notes will be needed for this course.

For more information on textbook accessibility, contact Accessibility & Disability Services at 

Brief Description of Assignments/Exams

In this Business Grammar course, students will be evaluated through assignments and exams that cover key aspects of grammar essential for clear and effective business communication. The course focuses on the following topics: nouns, pronouns, apostrophes, spelling, word choice, verb forms, misused verbs, adjectives, adverbs, prepositions, punctuation, capitalization, numbers, and proofreading.

1. Assignments (40% of grade):

- Grammar Exercises: Students will complete targeted exercises on specific topics such as noun-pronoun agreement, correct use of apostrophes, verb forms, and word choice, designed to reinforce proper grammar usage.
- Sentence Correction: Assignments will involve correcting sentences that contain common grammatical errors, with a focus on punctuation, capitalization, and number usage in a business context.
- Proofreading Practice: Students will be tasked with proofreading business documents for errors in grammar, spelling, and punctuation, ensuring they can apply their knowledge in real-world scenarios.

2. Quizzes (40% of grade):

- Regular quizzes will focus on specific grammar topics, such as word choice, spelling, tense, apostrophes, and capitalization, to ensure students have a strong grasp of the material as they progress through the course.

3. Exams (20% of grade):

- Final Exam: A comprehensive exam that tests students' mastery of all grammar topics covered, including more advanced issues like misused verbs, adjective-adverb distinctions, and preposition usage, as well as overall proofreading skills.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	1.1.1 Parts of Speech: Review 1	Quiz	24

Due Date	Assignment Name	Assignment Type	Points
	1.0 Orientation and Pace Plan	Assignment	1
	1.1.2 Parts of Speech: Review 2	Quiz	20
	1.2.1 Sentences and Clauses: Review	Quiz	18
	1.3.1 Nouns and Their Plurals: Review	Quiz	10
	1.5.1 Possessives and Apostrophes: Review	Quiz	20
	1.6 Apostrophe Catastrophe: Grammar Girl Podcast and Essay	Assignment	20
	1.7 Real-World Apostrophe Fails	Quiz	13
	1.8.1 Pronouns Review	Quiz	25
	1.9 Quiz: Module 1	Quiz	40
	2.8 Quiz: Module 2	Quiz	30
	3.1.1 Subject-Verb Agreement Review	Quiz	17
	3.2.1 More Verb Forms Review	Quiz	29
	3.3.1 Active and Passive Voice Review	Quiz	15
	3.5.1 Misused and Misspelled Verbs Review	Quiz	15

Due Date	Assignment Name	Assignment Type	Points
	3.6 Quiz: Module 3	Quiz	40
	4.1.1 Adjectives Review	Quiz	20
	4.2.1 Adverbs Review	Quiz	25
	4.3.1 Prepositions Review	Quiz	25
	4.4 Quiz: Module 4	Quiz	45
	5.1.1 Using Commas Review	Quiz	20
	5.3.1 Semicolons and Colons Review	Quiz	20
	5.4.1 Conjunctions and Interjections Review	Quiz	15
	5.5.1 Other Punctuation Review	Quiz	10
	5.6.1 Capitalization Review	Quiz	20
	5.7.1 Using Numbers Review	Quiz	18
	5.8 Punctuation Worksheet	Assignment	33
	5.9 Quiz: Module 5	Quiz	30
	Course Chatter	Discussion	0
	Course Completion	Quiz	4
	Introduce Yourself	Discussion	0

Due Date	Assignment Name	Assignment Type	Points
	Pace Plan and Orientation Review	Quiz	8
	Proofreading Exam	Assignment	0
	Proofreading Quiz	Quiz	30

Grading Scale

Percentage Letter Grade

100-93	A
92-90	A-
89-86	B+
85-83	B
82-80	B-
79-76	C+
75-73	C
72-70	C-
69-66	D+
65-63	D
62-60	D-
59 or below	E

Passing for this class is 70% or higher.

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)