# Business Writing

## TEMC1160 301

## Course Description

Students learn the basic elements of Business Writing, including the use of grammar and proofreading review. Students will develop and review various business documents.

Prerequisite(s): TEMC 1150
Semester(s): All

## Course Student Learning Outcomes

- Demonstrate proficient use of business grammar principles to create clear, organized, concise, and professional written communication.
- Identify errors in clarity and grammar usage in professional documents.
- Develop a complete, ready-to-go resume, cover letter, and thank you note.

## 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.

## Course Prerequisites

TEMC 1150 Business Grammar

## 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.

## 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 [redacted]

## Assignment Schedule

| Due Date | Assignment Name | Assignment Type | Points |
|---|---|---|---|
| | 1.0.1 Meet with an Instructor | Quiz | |
| | 1.0.1 Meet with an Instructor | Quiz | 0 |
| | 1.1 Business Writing Quiz | Quiz | 15 |
| | 1.2 Proofreading Practice Assignment | Assignment | 20 |
| | 2.1 Writing Assignment: Complete Sentences | Assignment | 20 |
| | 2.2 Writing Improvement: Revise Sentences for Clarity | Assignment | 10 |
| | 2.3 Writing Improvement: Avoiding Clichés | Assignment | 10 |
| | 2.4 Writing Assignment: Paragraph | Assignment | 30 |
| | 2.5 Proofreading Assignment 1: Airport Customer Service Letter | Assignment | 20 |
| | 3.1 Writing Assignment: Response to a Customer Letter | Assignment | 35 |

| Due Date | Assignment Name | Assignment Type | Points |
|---|---|---|---|
| | 3.2 Proofreading Assignment 2: Collection Letter | Assignment | 20 |
| | 4.1 Writing Assignment: Email Request of Employer | Assignment | 20 |
| | 4.2 Writing Assignment: Persuasive Email | Assignment | 50 |
| | 4.3 Proofreading Assignment 3: E-mail | Assignment | 20 |
| | 5.1 Writing Assignment: Drafting a Professional Memo | Assignment | 50 |
| | 5.2 Proofreading Assignment 4: Improve Clarity Memo | Assignment | 20 |
| | 6.1 Writing Assignment: Skill Statements | Assignment | 10 |
| | 6.2 Marketing Message Assignment | Assignment | 15 |
| | 6.3 Writing Assignment: Write a Cover Letter | Assignment | 35 |
| | 6.4 Writing Assignment: Write your Resume | Assignment | 18 |

| Due Date | Assignment Name | Assignment Type | Points |
|---|---|---|---|
| | 6.5 Writing Assignment: After Interview Thank You Note | Assignment | 30 |
| | 6.6 Final Exam: Proofreading | Assignment | 40 |
| | Assignment: Orientation and Pace Plan Review | Quiz | 6 |
| | Course Completion | Quiz | 4 |
| | Course Evaluation | Quiz | |
| | Course Evaluation | Quiz | 0 |
| | What is Business Writing? | Assignment | |

## Brief Description of Assignments/Exams

In this Business Writing course, students will be assessed through a combination of assignments and exams designed to enhance and evaluate their communication skills in a workplace setting.

- Written Assignments (30% of grade):
  - Emails and Memos: Students will draft professional business letters, memos and e-mails, focusing on audience, tone, style, clarity, and appropriate tone.
- Quiz (40% of grade):
  - To test students knowledge of writing proper business correspondence
- Exams (30% of grade):
  - Final Exam Proofreading: a comprehensive exam that requires students to apply their skills in proofreading a drafted business document (e.g., a report

or proposal). This will assess students' understanding of how to use the Track On feature, proofreading, with emphasis on writing principles, such as structure, grammar, and style.

## Grading Scale

| Percentage | Letter Grade |
|---|---|
| 93-100 | A |
| 90-92 | A- |
| 86-89 | B+ |
| 83-85 | B |
| 80-82 | B- |
| 76-79 | C+ |
| 73-75 | C |
| 70-72 | C- |
| 66-69 | D+ |
| 63-65 | D |
| 60-62 | 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