

## POFT 1301 BUSINESS ENGLISH

**Instructor:** K. Sloan                      **Office Room No.:** 8329  
**email:** Kermiesloan@aol.com  
**Student web site:** <http://www.thomsonedu.com/bcomm/guffey>

**Materials Required:**    **Business English**, Mary Ellen Guffy, 9e  
**ISBN-10: 0-324-36606-X or**  
**ISBN-13: 978-0-324-36606-8**  
**Scantron Forms for Tests**

**Optional Materials:**        Dictionary, Thesaurus, Reference Manual

### I. COURSE OBJECTIVE

- A. To provide you with instruction in the correct use of English grammar.
- B. To help you develop proficiency in punctuation, capitalization, and number style skills.
- C. To help you improve your spelling, vocabulary, and writing skills.

### II. EVALUATION METHOD

5 Unit Tests	40%
5 Spelling & Vocabulary Tests	20%
16 Chapter Quizzes	20%
Successful completion of 90% of all Webcheck exercises	10%
Final Exam	<u>10%</u>
	100%

90 to 100%	=	A
80 to 89%	=	B
70 to 79%	=	C
60 to 69%	=	D
59% and below	=	F

**THERE WILL BE NO RETESTS.**

III. **Every student must attend class on test dates. Any student missing the second test date will be dropped from the class for lack of progress. There are six (6) test dates.**