

## Collin College - Continuing Education COURSE SYLLABUS

### COURSE INFORMATION

**Course Number:** BWRI 7210

**Course Title:** Business Writing Skills I

**Course Description:** Learn to write clear, concise and grammatically correct letters, reports and memos. This extended course provides a review of English grammar and instruction on composition. It is designed for those who want to improve their writing for job success. Pre-writing, outlining, formatting and revising/editing will be emphasized through interactive instruction, hands-on exercises and writing assignments. Other topics will include style, tone, and audience and word selection.

NOTE: You are encouraged to bring a writing sample to the first class.

**Suggested Course Prerequisite(s):** N/A

**Course Resources:** N/A

**Student Learning Outcomes:** 1. Learn to write clear, concise and grammatically correct letters, reports and memos. 2. Ability to pre-write, outline, format and revise/edit writing for business. 3. Learn style, tone and word selection

**Certification Notes:** N/A

**Next course recommendation:** Resume and Interview Workshop

**Refund Policy:** Please refer to [www.collin.edu/ce/inforegistrar.html](http://www.collin.edu/ce/inforegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Course Sessions:** Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

#### **Lesson Plan – by week or session:**

**Session 1:** Introductions and syllabus. Student Data Forms.

Basic sentence elements

Sentence types and patterns

**Session 2:** Prepositions and conjunctions as connectors

Independent and dependent clauses

**Session 3:** Sentence Fragments

Verb forms and tenses

**Session 4:** Subject-verb agreement

**Session 5:** Relevant punctuation  
Planning messages

**Session 6:** Identifying and focusing on the audience

**Session 7:** Organizing to enhance coherency and effectiveness

**Session 8:** Drafting messages  
Revising messages

**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.