



## Course Syllabus

### **POFT 2312 – BUSINESS CORRESPONDENCE & COMMUNICATION**

*Revision Date: 10/1/2015*

**Catalog Description:** Development of writing and presentation skills to produce effective business communications. The student will compose, produce, and present effective business documents appropriate to meet industry standards; apply critical evaluation techniques to business documents; and demonstrate the importance of coherent, ethical communication principles in business and industry.

**Lecture hours = 3, Lab hours = 0**

**Prerequisites:** : ENGL 1301 or POFT 1301; POFT 1429 or instructor approval

**Semester Credit Hours:** 3

**Lecture Hours per Week:** 3

**Lab Hours per Week:** 0

**Contact Hours per Semester:** 48

**State Approval Code:** 5205010000

**Instructional Goals and Purposes:** The purpose of this course is to teach students the principles of effective business communication and to apply those principles in analyzing business situations and determining and creating appropriate business communications.

#### **Learning Outcomes:**

1. Review and refine communications skills.
2. Learn and apply effective written communication techniques.
3. Determine and use proper psychological approach in writing situations.
4. Complete employment communications.
5. Explore the world of work.

#### **Specific Course Objectives (includes SCANS):**

After studying the material presented in the text and online, the student should be able to complete all behavioral/learning objectives listed below with a minimum competency of 70% on assignments and exams.

1. Review and refine communications skills.
  - a. Review basic grammar, punctuation, capitalization, number usage, spelling, and word division. (1a-i, 1a-ii, 1a-iv, 1a-v, 1b-v)
  - b. Evaluate listening skills and learn and apply effective listening techniques. (1a-i, 1b-v, 1c-iv)
  - c. Discuss and apply effective oral communication skills (i.e., telephoning, teleconferencing, informal and formal talk). (1a-ii, 1a-iv, 1a-v, 1c-iv)
  - d. Apply effective writing style in business situations. (1b-i, 1b-ii, 1b-vi)
  - e. Discuss and use electronic means of communication. (1a-i, 1a-ii, 2c-iv)
  - f. Observe and evaluate nonverbal language. (1a-i, 1a-ii, 1b-vi)
2. Learn and apply effective written communication techniques.

# Course Syllabus Poft 2312 Business Correspondence

**A. M. Kennedy, Shaw Schools Limited**

## **Course Syllabus Poft 2312 Business Correspondence:**

Pitman's Journal of Commercial Education ,1910    **The Atlantic Monthly** ,1976    A Syllabus for a High School Business Correspondence Course Joe Benton Cox,1947    **Advanced Business Correspondence** George Burton Hotchkiss,2015-06-11 Excerpt from *Advanced Business Correspondence* Within recent years the subject of business correspondence has found a place in the curriculum of most of our large universities To the collegiate schools of business of course it is practically indispensable their graduates could hardly be sent out without a mastery of this tool of modern business In such institutions as do not have a separate school of business the college of arts or the school of engineering has in some cases established a course in business correspondence Recognition here will doubtless increase as educators become more responsive to the changed conditions whereby so large a proportion of graduates ultimately go into some form of business instead of the learned professions Already they have begun to realize that there is no valid reason why the teaching of English composition should be limited to forms that only five per cent of the graduates will ever have occasion to use and should neglect business correspondence a form that ninety five per cent are certain to use Already they have begun to heed the cry of the business executive Give us men who can write good letters The principles of English composition as a matter of fact can be taught in business correspondence as readily as in the fields of literature About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books Find more at [www.forgottenbooks.com](http://www.forgottenbooks.com) This book is a reproduction of an important historical work Forgotten Books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy In rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition We do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works    *A Syllabus for Business Letter-writing Courses* American Business Writing Association. Letters Syllabus Committee,1961    **Business English** Carl Coran Marshall,1905    *Modern Business Correspondence* Leonard Gartside,1976    *Business Correspondence* ,1940    Business Course Syllabus. Arranged Especially for Students of the Home Correspondence School of Canada j. v Mitchell,1904    **Business correspondence** Esther L. Baraceros,2011    *Syllabus for Commercial Correspondence Course (or Business Writing Course)* Thu Hằng Hoàng,2007    **A Complete Course of Instruction in Better Business Letters, Or, Business Correspondence** A. M. Kennedy,Shaw Schools Limited,192?    **A course in business correspondence** A.W. Shaw Company,1917    **Dartnell Short Course in Business Correspondence** Leslie Llewellyn Lewis,Marilyn French,Dartnell Corporation,1964    **Business Correspondence in Practice** Ralph S. Handy,1957    A Functional Course in Business Correspondence for Second-year Junior College Level Grace Gaarder,1940

**Business English and Correspondence** Roy Davis,2015-06-12 Excerpt from *Business English and Correspondence* This book is designed for use in secondary and commercial schools The subject matter has been chosen as a result of a careful

inquiry among teachers of English and business men as to what a course in business English and correspondence should include With the expansion of business courses and the experience gained in teaching English and letter writing in commercial classes the importance of presenting these subjects from a practical as well as from a literary point of view has come to be clearly understood But anything more than the mere mechanics of letter writing must be founded on a knowledge of the basic principles of grammar and composition The student must have also a ready command of punctuation be able to spell accurately and have a working knowledge of a fairly large vocabulary With these guiding principles in mind the subject matter of this book has been developed Chapters I V deal with the essentials of grammar punctuation and spelling the use of words and composition Chapters VI XVI illustrate constantly not only the forms of business composition both oral and written but also their close interrelation with and dependence upon the principles enunciated in the earlier chapters In addition ample provision has been made for both oral and written work through the inclusion of an abundance of drills based on business models and the importance of clear straightforward speech and writing is constantly emphasized The exercises most of which have been carefully tried out in the classroom are definite and are based upon such knowledge as is the normal possession of the average secondary school student About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books Find more at [www.forgottenbooks.com](http://www.forgottenbooks.com) This book is a reproduction of an important historical work Forgotten Books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy In rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition We do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works [Dartnell Short Course in Business Correspondence](#) Leslie Llewellyn Lewis,1964 *BUSINESS ENGLISH* Carl C. (Carl Coran) 1852-192 Marshall,2016-08-24 This work has been selected by scholars as being culturally important and is part of the knowledge base of civilization as we know it This work was reproduced from the original artifact and remains as true to the original work as possible Therefore you will see the original copyright references library stamps as most of these works have been housed in our most important libraries around the world and other notations in the work This work is in the public domain in the United States of America and possibly other nations Within the United States you may freely copy and distribute this work as no entity individual or corporate has a copyright on the body of the work As a reproduction of a historical artifact this work may contain missing or blurred pages poor pictures errant marks etc Scholars believe and we concur that this work is important enough to be preserved reproduced and made generally available to the public We appreciate your support of the preservation process and thank you for being an important part of keeping this knowledge alive and relevant [Business English](#) Carl Coran Marshall,2018-10-22 This work has been selected by scholars as being culturally important and is part of the knowledge base of civilization as we know it This work is in the public domain in the United States of America and

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## Reviewing **Course Syllabus Poft 2312 Business Correspondence**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Course Syllabus Poft 2312 Business Correspondence**," an enthralling opus penned by a highly acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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### **Table of Contents Course Syllabus Poft 2312 Business Correspondence**

1. Understanding the eBook Course Syllabus Poft 2312 Business Correspondence
  - The Rise of Digital Reading Course Syllabus Poft 2312 Business Correspondence
  - Advantages of eBooks Over Traditional Books
2. Identifying Course Syllabus Poft 2312 Business Correspondence
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Course Syllabus Poft 2312 Business Correspondence
  - User-Friendly Interface
4. Exploring eBook Recommendations from Course Syllabus Poft 2312 Business Correspondence
  - Personalized Recommendations
  - Course Syllabus Poft 2312 Business Correspondence User Reviews and Ratings

- Course Syllabus Poft 2312 Business Correspondence and Bestseller Lists
- 5. Accessing Course Syllabus Poft 2312 Business Correspondence Free and Paid eBooks
  - Course Syllabus Poft 2312 Business Correspondence Public Domain eBooks
  - Course Syllabus Poft 2312 Business Correspondence eBook Subscription Services
  - Course Syllabus Poft 2312 Business Correspondence Budget-Friendly Options
- 6. Navigating Course Syllabus Poft 2312 Business Correspondence eBook Formats
  - ePub, PDF, MOBI, and More
  - Course Syllabus Poft 2312 Business Correspondence Compatibility with Devices
  - Course Syllabus Poft 2312 Business Correspondence Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Course Syllabus Poft 2312 Business Correspondence
  - Highlighting and Note-Taking Course Syllabus Poft 2312 Business Correspondence
  - Interactive Elements Course Syllabus Poft 2312 Business Correspondence
- 8. Staying Engaged with Course Syllabus Poft 2312 Business Correspondence
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Course Syllabus Poft 2312 Business Correspondence
- 9. Balancing eBooks and Physical Books Course Syllabus Poft 2312 Business Correspondence
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Course Syllabus Poft 2312 Business Correspondence
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Course Syllabus Poft 2312 Business Correspondence
  - Setting Reading Goals Course Syllabus Poft 2312 Business Correspondence
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Course Syllabus Poft 2312 Business Correspondence
  - Fact-Checking eBook Content of Course Syllabus Poft 2312 Business Correspondence
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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