

## Business English Grammar & Composition - EN107

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**Section:** EN107 816242S Online

**Section Type:** Lecture

**Credit Hours:** 3.00

**Course Description:** Build language confidence in standard English through greater fluency and accuracy using principles of grammar and mechanics of writing such as punctuation, spelling, capitalization, and sentence structure. Analyze and practice sentence construction using business-related vocabulary. Develop proofreading and editing skills. Compose effective sentences applicable to technical and business writing. Incorporate APA documentation style in research writing. This course is recommended for business and career technical education students who need more experience in business English prior to their work experience. This course does not meet English requirements for the Associate of Arts degree or Associate of Science degree.

### **WHEN**

Days: Arranged

Times: Arranged

Start Date: 01/21/2025

End Date: 05/08/2025

### **WHERE**

Online

### **INSTRUCTOR**

FRANCES JOHANNSSEN

### **BOOKS**

Title: (CU) BUSINESS ENGLISH 12TH Edition

Author: GUFFEY

Required: Yes