

Composing successful letters, memos, emails or other business documents	6
6. Team work, interpersonal communication and group dynamics	
Intercultural communication	3
Diversity in the workplace	
Global work environment	
7. Technology use for business writing, presentation design and research.	3
8. Effective oral skills and communication techniques	
Workplace communication	3
Report presentations	
Social business interactions	
9. In-class discussions, writing and editing, testing.	12
Total 45.0 hours	

Instructional Technique

A. The following strategies may be used to teach the course:

1. This course includes coverage of business vocabulary, use of electronic sources, listening and reading material, and a course textbook. Other written materials used come from reference books, articles on assigned topics, and handouts prepared by the professors. The student-centered approach allows students to use their own experiences and knowledge, expertise in activities and discussions.

Learning Resources and Minimum Required Installations and Facilities

The English Department will support the writing course with instructional materials prepared by the professors, audiovisual equipment and access to computers.

Evaluation Techniques

Partial Tests (written and oral)	45%
Class work / Assignments	30%
Departmental Final Exam	25%

Total 100%

Note: Certification 111-2014-2015 of the Governing Board defines a face-to-face course as: "Course in which 75% or more of instruction hours require the physical presence of students and the professor in the classroom." The remaining 25% may be covered using different educational strategies, among which are: visits related to the course, field experiences, excursions, and online activities, among others. It is the responsibility of the professor to provide evidence of all the activities with attendance sheets and assessment of these activities.

Reasonable Accommodation

Students who are sheltered under Law 51 or receive vocational rehabilitation services that require reasonable accommodations must inform the professor at the beginning of the semester by bringing an official letter that is sent from the office that deals with the matters of persons with impediments at the university in order to offer the necessary accommodations in accordance to the specifications that are delineated in said document.

Academic Integrity

The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 12-2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person's answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws.

Grading Scale

100% – 90% A
89% – 80% B
79% – 70% C
69% – 60% D
59% and lower F

Bibliography

1. Bovee, Schatzman & Till. (2006). Business Communication Essentials. New York: Academic Internet Publishers.
2. Bovee, C. & Thiek, J. (2007). Business Communication Today (9th edition). New York: Prentice Hall.
3. Guffey, M. E. (2010). Essentials of Business Communication (8th edition). Mason, OH: South Western College Pub
4. Kuiper, S. (2006). Comtemporary Business Report Writing. Mason, OH: South-Western College Pub.

*Revised by Prof. P. Morales in accordance with Cert. 112 2014-2015 and adapted to a Learning Community Method on December 16, 2015.

- Changes to the syllabus should be consulted with the Course Coordinator and Director of the Department.