

Business English

Class Syllabus

Welcome!

Welcome to business English with Mr. Schock! Given the subject matter and size of this class, you have the opportunity to make this a unique class experience. This business English class is going to be focused on quarterly theme. During the first semester, we are going to focus on professional writing and speaking skills. These skills will carry over directly into nearly any career path. We will put these skills into motion during the second semester. In your third quarter, you will be working on building a business and figuring out everything that has to do with that ambitious endeavor. We’ll end the year with a focus on resumes, cover letters, and the interviewing process.

Grading

* 25% daily work
* 75% major projects

Because this class is focused on equipping you with real-world skills, your grade is mostly determined by the work you put into your major projects (business proposals, business pitches, business plans, resumes, cover letters, etc.). Daily work is still an important component of your grade and includes participation in class activities, practice activities, and some of the smaller steps you will take toward completing your major projects.

Grading scale:

* 94-100: A
* 87-93: B
* 80-86: C
* 75-79: D
* 74 or lower: F

Late work

Assignments in this class will have set due dates, because being prepared and getting things done is a part of life outside of school. For each day an assignment is handed in late, there will be a 10% point deduction. An assignment that would normally be an A (94%) will be an F (74%) if handed in 2 days late. Make sure you hand-in your work on-time, so that you can earn full points for your work.

That said, things happen. I get it. If there’s an unexpected illness or death in the family, or something else that is of a serious nature, just let me know. We’ll work something out.

If you are gone from class, you will have two days to hand in work that was due the day you were absent. If you know you are going to be absent for multiple days, let me know in advance so we can create a reasonable timeframe for your work to be turned in.

Cheating

Don’t do it. If you’re caught cheating on any assignment, you will receive an automatic zero for that assignment and parents/guardians will be notified. Cheating is taking credit for work that isn’t yours. Some forms of cheating (like plagiarism) are illegal and can result in people going to jail. Cheating will not be tolerated in here. If you don’t know how to do something, ask. Don’t steal others’ ideas and hard work.

Rules

1. **Be respectful** to Mr. Schock, your peers, and yourself.
2. **Listen** when others talk and don’t talk when others need to listen.
3. **Come to class prepared**, on-time, and with an open and questioning mind.
4. **Be responsible** with your stuff. Trash goes in the trashcan. Personal technology (phones, etc.) is not to be used in-class without permission.
5. **Have fun** often, always in ways that do not limit the fun of others in the room.
6. **Don’t be a Squidward** (Be willing to have fun and try new things! Don’t complain about things being boring or too hard if you haven’t even tried first!)

Signature

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Signing indicates that you understand this syllabus and agree to follow the class rules.

Semester 1 class schedule

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| --- | --- |
| Quarter 1 | quarter 2 |
| focus SKILL: PROFESSIONAL WRITING  Major project: BUSINESS PROPOSAL | **FOCUS SKILL:** PROFESSIONAL SPEAKING  **MAJOR PROJECT:** BUSINESS PITCH |
| WEEK 1   * purpose of good communication   WEEK 2   * purpose of good communication   WEEK 3   * professional prewriting   WEEK 4   * professional prewriting   WEEK 5   * professional writing   WEEK 6   * professional writing   WEEK 7   * professional writing   WEEK 8   * professional revising   WEEK 9   * watch business film | WEEK 1   * written word to spoken word   WEEK 2   * ethos   WEEK 3   * pathos   WEEK 4   * logos   WEEK 5   * quality delivery   WEEK 6   * speech writing   WEEK 7   * speech delivery   WEEK 8   * advertisements   WEEK 9   * advertisements |

\* I will inform you of any changes to this plan as they arise!