



**COURSE OUTLINE : CABOT 102**

**D Credit – Degree Applicable**

**COURSE ID 005162**

**Cyclical Review: September 2020**

**COURSE DISCIPLINE :** CABOT  
**COURSE NUMBER :** 102  
**COURSE TITLE (FULL) :** English for Business  
**COURSE TITLE (SHORT) :** English for Business

**CATALOG DESCRIPTION**

CABOT 102 is a course designed to help secretarial and business students achieve proficiency in grammar, punctuation, and sentence structure.

Total Lecture Units: 4.00

Total Laboratory Units: 0.00

**Total Course Units: 4.00**

Total Lecture Hours: 72.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged:0.00

**Total Contact Hours: 72.00**

**Total Out-of-Class Hours: 144.00**

Recommended Preparation: ESL 133, ESL 136, and keyboarding skill at the rate of 25 words per minute or concurrent enrollment in a keyboarding class.



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**ENTRY STANDARDS**

	<b>Subject</b>	<b>Number</b>	<b>Title</b>	<b>Description</b>	<b>Include</b>
1	ESL	133	Grammar And Writing III	Compose a 300 to 350-word composition which: a. includes a clear thesis statement; b. shows clear organization into an introduction, body, and conclusion; c. provides supporting details; d. meets division criteria for fluency, clarity and accuracy.	Yes
2	ESL	133	Grammar And Writing III	demonstrate level appropriate mastery of spelling, vocabulary, punctuation, simple and progressive perfect tenses, passive voice, gerunds and infinitives, real conditionals, adverb clauses of reason and concession;	Yes
3	ESL	133	Grammar And Writing III	read multi-paragraph passages in textbooks.	Yes
4	ESL	136	Reading And Vocabulary For ESL III Students	comprehend academic readings at the high-intermediate credit ESL vocabulary level;	Yes
5	ESL	136	Reading And Vocabulary For ESL III Students	deduce meanings of new words from the context;	Yes
6	ESL	136	Reading And Vocabulary For ESL III Students	reply to inference as well as recall questions on reading comprehension tests;	Yes
7	ESL	136	Reading And Vocabulary For ESL III Students	write answers of 50-60 words in response to questions;	Yes
8	ESL	136	Reading And Vocabulary For ESL III Students	paraphrase a reading passage.	Yes
9				demonstrate critical thinking in exercises and tests that require the student to select	Yes
10				optimum word usage in their written and oral communication.	Yes



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**EXIT STANDARDS**

- 1 identify basic parts of speech in written documents;
- 2 define and discuss the concept of subject-verb agreement;
- 3 identify and review Subject and Object pronouns;
- 4 review and practice writing sentences with transitive, intransitive, and linking verbs;
- 5 use conjunctions to combine sentences;

**STUDENT LEARNING OUTCOMES**

- 1 revise poorly written sentences by using appropriate proofreading marks;
- 2 produce cohesive and grammatically correct sentences for business documents
- 3 create and edit a variety of business documents for mailability with at least 70 percent accuracy

**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

	Description	Lecture	Lab	Total Hours
1	Basic Structure of Written Language	4	0	4
2	Using Reference Books	4	0	4
3	Sentence Analysis—Internal Structure, Pattern, and Message	6	0	6
4	Conjunctions—Types and Use	6	0	6
5	Nouns—Qualities, Uses, and Special Features or Structures	6	0	6
6	Verbals—Types, Uses, and Special Features or Structures	6	0	6
7	Pronouns—Types, Qualities, Uses, and Special Features or Structures	6	0	6
8	Verbs—Types, Qualities, Uses, and Special Features or Structures	6	0	6
9	Modifiers—Types Qualities, Uses, and Special Features or Structures	4	0	4
10	Prepositions—Uses and Special Features or Structures	4	0	4
11	Punctuation—Types, Structural Basis for General Use, Special Use	8	0	8
12	Composing Individual Sentences—Determining Purpose, Choosing Structure, Maintaining Consistency and Agreement, Punctuation	8	0	8
13	Proofreading Techniques	4	0	4
				<b>72</b>



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**OUT OF CLASS ASSIGNMENTS**

- 1 reading (e.g. textbook, business newspaper and magazine columns and articles);
- 2 written assignments (e.g. reinforcement exercises, Web exercises, editing, e-mail messages, and short essays on business subjects).

**METHODS OF EVALUATION**

- 1 quizzes;
- 2 midterm examinations;
- 3 final examination.

**METHODS OF INSTRUCTION**

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

**TEXTBOOKS**

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Business English	Required	Cengage	11		Guffey, Mary Ellen	978-0-357-03378-4	2020