

***ENS4202 Secretarial English***

**www.ajarng.weebly.com**

The above is the URL to the course website. You can find course information, exam information and other related information on the course website.

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PLEASE DO NOT USE FACEBOOK TO COMMUNICATE ABOUT THIS COURSE. E-MAIL IS PREFERABLE.

Period Times

Sign in is required for each day. If you are caught signing in your friends you will lose your attendance for the course.

If you have any problems attending any classes then you need to tell me about the problem *as soon as possible* otherwise you may lose a key part of your score or fail the entire course.

If you do not attend classes you will not score anything for class activities and will lack necessary knowledge for the final exam. There will be no make-up scores on the exam unless a valid medical note is produced or another official form of proof.

Course Evaluation

**Class** 60%

-Group Folder 30%

-Group Presentation 20%

-Attendance 10%

**Final Exam** 40%

Plagiarism

I have come across differing levels of plagiarism in my previous courses. During the last course too many people used the internet to copy work for take-home assignments and a number of students were observed cheating in the exam.

Cheating is a serious offence and is unfair on the students who genuinely work hard in order to get a good grade.

I have recorded the names of the people from my previous courses caught plagiarising, cheating or talking during exams and I have kept these on record. If any of these names come up again with regard to plagiarism or cheating, then the student in question will be given an instant fail.

If anyone is caught plagiarising or cheating who has not done so before then they will be given a 30% penalty deducted from their overall grade for this course and their name will be recorded for future reference.

Also, anyone who is caught cheating will have their name highlighted on the class register so that every other student will know it was.

The Director will also have access to this information during and after the course.

Acceptable forms of proof of absence

I am well aware that many of the students have a busy life and are sometimes unable to attend the class. I have made the attendance grade very small in order to accommodate people who may have to work during the day or who are unable to attend every class. However it is still compulsory to attend all classes and you will lose large parts of the overall score if you are absent for the quizzes, the final presentation or the final exam.

If you are absent for any of the days you will lose a part of your attendance score (up to 5% for class attendance, 10% for every quiz you miss and 15% for the final presentation). You will be able to recover any of these grades with a valid absence note which can be one of the following;

*1. A medical note signed from a medical institution such as a hospital*

*2. A note of essential work (e.g. if you had to work in a school). You must get a signed letter from the employer to prove that you were working there.*

*3. Proof of travel (e.g. if you had to fly out of the country for a visa, business etc.). You must bring a copy of the travel document.*

I will not accept word of mouth; proof must be brought to class. If you bring fake proof then I will assume you are trying to cheat, which could result in an instant fail.

If I feel a student is missing too many classes then I may recommend switching them to a take home assignment instead or repeating the course at a later date.

*Please be respectful if you have a disagreement regarding the course.*

EN4202 Secretarial English

**Course Description/Objectives**:

*Secretarial English* is a business based vocabulary and writing based-intensive skills course. Through the study of secretarial English, students will develop and utilize skills used in the office of the modern day workplace.

Class sessions will focus on vocabulary and sentence use, as well as planning for group projects. Finally, class activities and discussions will enable students to acquire an appreciation of secretarial English skills as they might relate to their own future business and work experience.

**Student Outcomes**:

For successful completion of this course the student will be expected to:

1. Understand the importance of Secretarial English in the modern day workplace.
2. Work with group members to satisfy different group tasks, such as a presentation and group assignment.
3. Understand formal business communication via technology.
4. Recognise the style of communication most frequently used to present information in Basic English business situations.
5. Be aware of the process of writing and developing writing skills for business documents.
6. Understand suitable business vocabulary for use in the correct environment.
7. Participate, through small and large group written and oral activities, as a productive, engaged member of the business English community.