



BUSINESS ENGLISH

SYLLABUS

COURSE DESCRIPTION

This is it! This is your last high school English class. In Business English, you'll enhance communication and research skills by applying them to the business environment. Additionally, there will be a focus on exchanging information and producing properly formatted business documents using emerging technology. We will also study business books like *Proximity Principle* by Ken Coleman, *15 Ways to Write Better* by Joshua Fields Millburn and *Entreleadership* by Dave Ramsey.

ABOUT YOUR TEACHER

Hi there! I'm Coach Hewitt. I'm new to GRISD and I've been teaching English and coaching basketball for the past 6 years. I graduated from West Texas A&M with a Bachelor's degree in English Education. My wife Laci stays at home with our daughter Kollins and our two dogs Dax and Randall.

SUPPLIES

- Set of headphones
- Box of Kleenex
- Writing utensil (pen or pencil)
- 1 Notebook
- Surface Pro laptop
- Surface Pro charger

CONTACT INFO & SCHEDULE

Email: hewiky@grisd.net

Classroom Phone: 254-898-3825

Availability: 7:30-8:44 AM, 1:00-2:40 PM

TECHNOLOGY POLICY

Students will have their cell phones silenced and put in their backpacks at the beginning of each class. Earbuds are only allowed for listening to assigned videos independently during class.

GRADING POLICY

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: Below 59

Assignments are weighted at 40% while the tests/quizzes are 60%.

CLASSROOM RULES

- Be Respectful
- Be Prompt
- Be Prepared
- Be Productive

We abide by all posted school rules. *Please see your student handbook.*

CONSEQUENCES FOR CHEATING OR PLAGIARISM

Plagiarism and cheating will not be tolerated. Behavior such as this will result in a zero on the assignment/quiz and will be reported to the administrator on campus.

ABSENCE POLICY

If you are absent you are responsible for all missed work. You need to check our Canvas Weekly Agenda or Google Classroom for any work and turning in work within 24 hours of your return unless otherwise stated.

LATE WORK POLICY

As an aspiring professional, it is important that you develop and demonstrate good time management skills. You will be held to deadlines in your career, and the same is true of this course. With the exception of an unexpected and unforeseeable emergency or event, you will be held to assignment deadlines. Points will be deducted for late work. Missing work will be marked with a zero in the grade book until turned in.

HOMEWORK / NUMBER OF ASSIGNMENTS

IF students use their class time, there should be very little homework in this class. There will typically be 10 daily assignments during each six week period.