

**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY****COURSE OUTLINE**

**Course Name:** Career Explorations in Trades and Technology  
for Students of English as an Additional Language

M-Th.

**Course Number:** COMM 0003

**Dates:** Sept 13- Oct 19, 1999

AM

**Department:** Communication

**Level:** Pre-Entry

**Term:** Fall 1999

**Hours/Wk:** 16

**No. of Weeks:** 6

**Total Hours:** 84

---

**Instructor:** Marlene Allard

**Phone:** 451-7044(25527)

**Office:** SW3 - 4715

**Hours:** By appointment

---

**PREREQUISITES**

If you want to take COMM 0003, you must be at an intermediate level in English. Thus, you should be able to carry out everyday activities and handle simple conversations in English.

**COURSE SUMMARY**

COMM 0003 is designed to help students who wish to pursue careers in trades and technology develop a solid foundation of speaking and listening skills from which they will be able to further develop their writing skills. COMM 0003 consists of 21 four-hour classes. Successful completion of this course will give you the speaking and listening skills you need to succeed in BCIT's other pre-entry courses.

## COURSE OBJECTIVES

When you have successfully completed this course, you should be able to

1. **work effectively in a team environment**
2. **write a simple paragraph or letter, using clear, accurate English**
3. **summarize a technical article**
4. **give a short oral presentation on a technical subject**
5. **describe a mechanism, using appropriate adjectives, adverbs, and prepositions**
6. **describe a process using passive voice**
7. **give formal definitions, using adjective clauses**
8. **prepare an effective resume in English, and describe, both orally and in writing, the skills you have acquired.**

## EVALUATION

In-class oral and written assignments .....	55% (15+40)
Midterm .....	15%
Final Exam .....	25%
Professionalism and Participation * .....	5%
<b>TOTAL</b>	<b>100%</b>

- \* BCIT prides itself on the professionalism of its students, who are welcome in any workplace because of their proven ability to show up and do the job in a way that earns the respect of their co-workers and supervisors.

To reward you for meeting these workplace standards, evaluation for this course includes a 5% grade for professionalism and participation. To get a full 5% for professionalism and participation, you'll have to:

- submit all assignments on time or obtain an extension before the deadline
- attend all classes or explain your absence the same way you would have to excuse yourself for not being able to come in to work
- treat each other and your instructors with courtesy and consideration
- contribute to the success of your course by participating actively in every class.

## REQUIRED TEXTS AND EQUIPMENT

You will NOT need to buy a textbook for this course; you'll be given handouts for each unit. To keep your handouts and assignments, you'll need a three-ring binder.

For your hand-written assignments, you'll need

- 3-hole lined 8-1/2 by 11" notepaper
- a pen (black or blue ink only) or HB pencil
- liquid paper or other means of making corrections neatly
- a stapler.

## REFERENCE TEXTS AND RECOMMENDED EQUIPMENT

You'll want to have a good **English-to-English dictionary**. I strongly recommend you bring your English dictionary to each class if you want to improve your spelling, vocabulary, and comprehension.

## ASSIGNMENT POLICY

You are required to complete all the assignments--practice and graded--for this course as well as write the midterm and the final exam. **In-class** assignments must be completed and handed in during the class in which they are given. Any take-home assignments must be submitted at the **beginning** of the next class.

If you miss an in-class assignment, it is your responsibility to arrange with the instructor to write it in another class or at another time under the instructor's supervision. If you fail to do so, you will receive a grade of zero for the assignment. Assignments received after other students' marked assignments have been returned will receive comments but no grade.

All writing assignments must meet the following requirements:

- 1 ☐ **Acceptable Paper.** Use lined 8-1/2 by 11" notepaper. If you want to word-process assignments, ask your instructor. Please start writing on the side of the page that has holes on the **left**.
- 2 ☐ **Functional Margins and Double-Spaced.** Leave 1" margins on all sides of the assignment to allow for marking. Write only on every **second** line to leave room for the instructor's comments.

**Proper Identification.** Write your name and course number on the top right hand corner of each page

## TEACHING METHODS

We will be using several methods which have been proven effective for teaching students at BCIT:

- 1 ☐ **Using Video and Audio Tapes to Bring the Language of the Real World into Your Classroom.** During this course, you will be hearing from instructors, staff, and students at BCIT, speaking the English they use everyday. These experts will come to you on video and audio tapes.
- 2 ☐ **Teamwork.** In this course, you will often be working in small groups. This will allow you to develop the interpersonal skills you need to succeed at BCIT and in the workplace. You will also learn more in groups as you teach and support each other. In addition, small groups will allow you the opportunity to do a great deal of the talking in you: language class.
- 3 ☐ **Explaining in Your Own Words.** After you watch a video or read about a topic, you will be asked to explain or write about that topic in your own words. This will help you make English you own language, which you are able to use to express your own goals, knowledge, and opinions.
- 4 ☐ **Key Visuals.** You will learn how to express ideas in graphics (primarily tables and classification trees). These graphics, which we call "key visuals," will allow you to understand ideas and present them more clearly to others.

## **ADDITIONAL INFORMATION ABOUT LEARNING GROUPS**

As a member of a learning group, you will have four major responsibilities:

1. Help, support, and encourage other group members to learn the course material. Provide feedback to the instructor on how well the members of the group are succeeding and on any problems they may have.
2. Make sure all the members get the work done on time and hand in all their assignments for marking. If members of your group arrive late or have to leave early, fill them in on what they missed.
3. Help members prepare for quizzes and exams. Discuss assignments, review work, and study together.
4. Help students in other groups when their group finishes an exercise ahead of another group.

To help you develop your problem-solving abilities, you will be expected to discuss any questions you have about course assignments with your group before resorting to asking the instructor for an answer. All members are expected to contribute actively to the group, to maintain effective working relationships with each other, and to complete all assignments.

You will also be required to do in-class writing assignments on your own, and your instructor will clearly tell you which work you are to complete individually, without advice from other students.

## BCIT POLICIES

As a BCIT student, you should familiarize yourself with the following BCIT policies and the procedures used in applying these policies:

***Conduct and Attendance Policy.*** BCIT is committed to creating and maintaining an environment that is conducive to learning. In doing so, students are expected to conduct themselves appropriately at all times, respecting other people's rights, property, environment, health and safety, and are held responsible for their own and collective actions. See page 2 of the 1997-98 Full-time Calendar for more information about this policy.

***Harassment and Discrimination Policy.*** BCIT and its management, together with the unions and the Student Association, are committed to providing an environment where the individual differences of all students and employees are valued and respected -- an environment free from harassment and discrimination. See the 1997-98 Full-time Calendar for more information about this policy.

This is not a complete list of all BCIT policies relating to students. Other policies, including Reassessment and Appeal Policy and Freedom of Information Policy are outlined in the 1997-98 Full-time Calendar. Check with the Pre-Entry program head if you have any questions about policies.

## OUTLINE OF YOUR WORK FOR THIS COURSE

(schedule is **subject to change**, based on the instructor's perception of the needs of the class)

Class	Material Covered
<b>1 - 2</b> (8 hours)	<b>Introductions:</b> Learn about the course, your instructor, and the other students. Review verb tenses and the structure of sentences and paragraphs. Learn about <i>Technical Style</i> .
<b>3 - 4</b> (8 hours)	<b>Definitions:</b> Learn how to write and present formal definitions using adjective clauses. Review nouns and adjectives.
<b>5 - 7</b> (8 hours)	<b>Descriptions:</b> Learn how to describe a mechanism. Review adverbs and prepositions
<b>8 - 9</b> (8 hours)	<b>Resumes:</b> Learn about resumes and how to prepare effective ones. Learn how to draw a classification tree and talk about your skills in an interview situation and on video. Review the material covered so far.
<b>10</b> (4 hours) September 28, 1999	<b>MIDTERM:</b> Bring your dictionary. (2 hours)
<b>11 - 13</b> (12 hours)	<b>Summaries:</b> Learn about paragraphs, main ideas, and relevant details. Write paragraphs and a summary of a technical article or videos. Review the exam and your progress so far.
<b>14 - 16</b> (12 hours)	<b>Memo:</b> Learn how to write memos. Learn about gerunds, infinitives and adverbial clauses.
<b>17 - 19</b> (12 hours)	<b>Presentations:</b> Learn about how to organize a formal presentation. Watch examples of good and bad presentations and review your own progress on video. Give a 3-5 minute presentation. October 12-19, 1999
<b>20</b> ( 4 hours)	<b>Review:</b> Review everything you covered in the course. Practice writing descriptions, definitions, summaries, and memos.
<b>21</b> (4 hours) October 19, 1999	<b>FINAL EXAM:</b> Bring your dictionary. (2.5 hours)