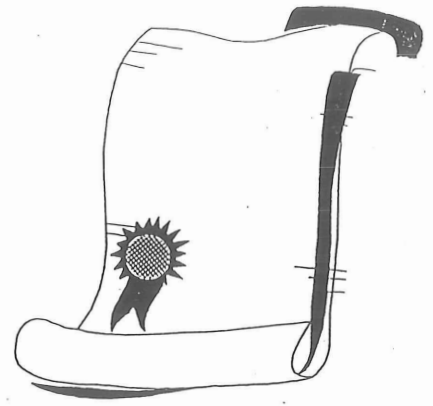


Tamara's

CAREER EXPLORATIONS IN TRADES AND TECHNOLOGY
FOR STUDENTS WITH ENGLISH
AS AN ADDITIONAL LANGUAGE

COMM 0003



BCIT
OPERATIONS
MANAGEMENT

BCIT
PETROLEUM
AND
NATURAL GAS
DIPLOMA
PROGRAM

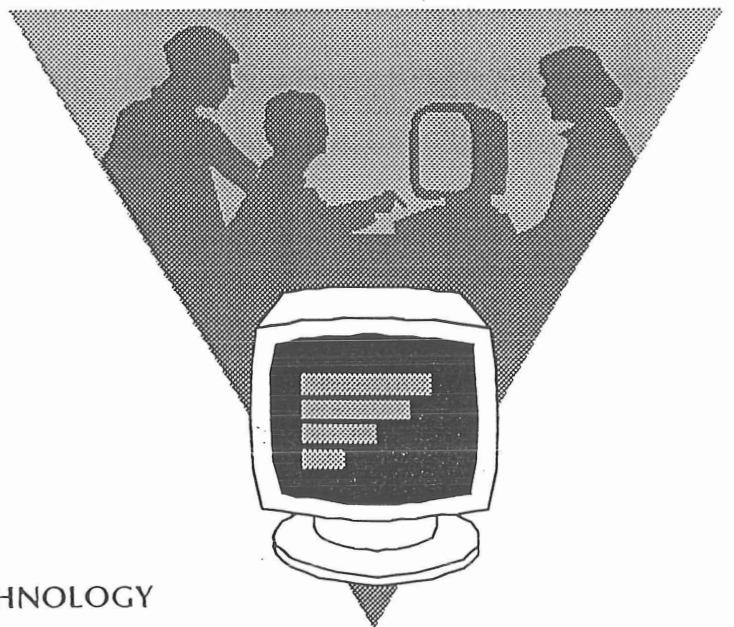
BCIT
PETROLEUM
AND
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BCIT
OPERATIONS
MANAGEMENT
TECHNOLOGY

BRINGING PEOPLE
AND TECHNOLOGY
TOGETHER TO
IMPROVE BUSINESS
PERFORMANCE

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

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COURSE OUTLINE

COURSE NAME Career Explorations in Trades and Technology
for Students of English as an Additional Language

COURSE NUMBER COMM 0003 DATE WINTER 1998
Jan. 17 - April 18

Prepared by Marlene Allard-Lutynski,
Patti Derow, and Kathy Vance Taught to Pre-entry

Department Communication

Term Winter 1998 Hrs/Wk 6

No. of Weeks 14 Total Hours 84

Instructor Tamara Ghomari Phone 451 7044

Office Hours By appointment

PREREQUISITES

Students in COMM 0003 must be at an intermediate level in English. Thus, you should be able to carry out everyday activities and handle simple conversations in English. In the first four hours of this 88-hour course you are given a placement test to determine eligibility.

COURSE OBJECTIVES

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

1. **introduce yourself** in an English-speaking business or educational setting
2. **relate your personal objectives to those of a course or program of study**
3. **prepare an effective resume in English**
4. **describe your education, in English:** the particular type of institution you attended, programs and courses you completed, the skills you've acquired, and any diplomas/degrees you've obtained
5. **describe your work experience, in English:** the responsibilities you've had, the duties you've performed, the skills you've acquired, and your accomplishments in the workplace

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.

COURSE SUMMARY

This course will help you explore careers in trades and technology. The course teaches you the English skills you need to participate in successful interviews with BCIT advisors and instructors. You will learn how to present your career goals and interests clearly and concisely. You will prepare a resume, practise filling out application forms, participate in practice interviews, and read about cultural differences and discover your own style. You will be able to measure your own success in this course by participating in real-life interviews with BCIT advisors, who will give you instant, reliable feedback.

Thus, you will develop your language skills in the real world of BCIT trades and technology training. While you will also practise writing and learn more grammar, you will particularly focus on how to ask for and give information and how to express interest. You will learn how to classify information and make comparisons in clear, correct English.

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 22 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.

TEACHING METHODS

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

1. **Using Video and Audio Tapes to Bring the Language of the Real World into Your Classroom.** From the very beginning of this course, you will be hearing from the experts in trades and technology studies at BCIT, speaking the English they use everyday. These experts will come to you on video and audio tapes. Thus you will have time to get used to their vocabulary, their sentence structure, their intonation patterns and accents **before** you meet them.
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 your language class.

ADDITIONAL INFORMATION OF LEARNING GROUPS

The members of your group should exchange phone numbers and schedules so you can meet outside of class.

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 f1997-98 Full-time Calendar for more information about this policy.

OUTLINE OF YOUR WORK FOR THIS COURSE (Cont.)

<u>Class</u>	<u>Material Covered</u>
8-9	Workplace: Learn how to describe your education, in English. Build your vocabulary. Practise your interviewing and debating skills. Interview a real BCIT student.
10-11	Describing an Interest in a Field: Learn how to express your interests in pursuing a career in a trade or technology to advisors and instructors and to anyone else who may be able to help you. Learn how to express a lack of interest with politeness and tact. Practise how to make comparisons in English. Write a letter expressing interest.
12-13	Ask questions and show interest during an Information Interview in English: This is your chance to consolidate all the skills you have learned in this course as you participate in real-life interviews with BCIT advisors.
14-15	Application Forms: Learn how to fill out application forms for financial aid, on-campus employment, and on-campus daycare facilities. Compare different types of forms and practise filling them out.
15	FINAL EXAM: Take a final exam to show us all you have learned in your course.