Course Name: **CAREER EXPLORATIONS IN TRADES AND TECHNOLOGY**
FOR STUDENTS WITH ENGLISH
AS AN ADDITIONAL LANGUAGE

Course Number: **COMM 0003**

Instructor: **Patricia Huse**

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE OUTLINE

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

COURSE NUMBER **COMM 0003**   DATE **SUMMER 1995**

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

Department   **Communication**

Term   **Summer 1995**   Hrs/Wk   **20**

No. of Weeks   **5**   Total Hours **88**

Instructor   **Patricia Huse**   Office **SW3-4705**   Phone **451-7o44**

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

COURSE OBJECTIVES (CONT.)

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

6. **express your interest in pursuing a field of study in a trade or technology, in English,** in a way that convinces your listener that your interest is genuine and worth pursuing

7. **ask questions and show interest during an information interview in English** with counsellors and advisors and other people who may be able to help you pursue your interests in trades and technology

8. **fill out application forms** in English.

EVALUATION

In-class oral and written assignments	55%	
Midterm	15%	
Final Exam	25%	
Professionalism and Participation *	5%	
	———	
	100%	

* 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 <u>before</u> 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.

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
- 3-ring binder.

For your handwritten assignments, you'll need
- 3-hole lined 8-1/2 by 11" notepaper
- pen, black or blue ink only
- 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.

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.

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.

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.
Unless you have obtained an extension before the assignment was due, you will be assessed a late penalty of 10% per day for late assignments. Assignments received three

working days after the due date will receive comments but no grade.

ASSIGNMENT POLICY (CONT.)

All writing assignments must meet the following requirements:

1. Acceptable Paper and in Ink. Use lined 8-1/2 by 11" notepaper. If you want to wordprocess assignments, ask your instructor.

2. Functional Margins. Leave 1" margins on all sides of the assignment to allow for marking.

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

To ensure that all students' work is marked by the same standards, no textbook or reference-work, no friend, relative, other teacher, or employer will supersede the instructor's instructions for assignments for this course.

OUTLINE OF YOUR WORK FOR THIS COURSE	
Class	Material Covered
1 (4 hours)	**Assessment**: Take a placement test to determine your eligibility
2 - 3 (8 hours)	**Introductions**: Relate your personal objectives to the objectives of this course. Learn how to introduce yourself in an English-speaking business or educational setting. **Learn the language of introductions: the hand and facial gestures and the intonation as well as the words.**
4 - 6 (12 hours)	**Preparing a Resume**: Learn what a resume is and how to prepare one. **Learn how to draw a classification tree and perfect your knowledge of the structure and intonation patterns for questions. Review verb tenses and verb forms and learn how to tell a phrase from a sentence.**
7 - 9 (12 hours)	**Education**: Learn how to describe your education, in English. Learn what behaviour is appropriate for BCIT students. **Practise writing clear, correct questions and sentences. Practise the language for talking about similarities and differences. Hone your listening skills.**
10 (4 hours)	<u>MIDTERM</u>: Show us how much you've already learned in your course.

OUTLINE OF YOUR WORK FOR THIS COURSE (Cont.)	
Class	Material Covered
11 - 13 (12 hours)	**Workplace:** Learn how to describe your education, in English. **Build your vocabulary. Practise your interviewing and debating skills. Interview a real BCIT student.**
14 - 16 (12 hours)	**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.**
17 - 18 (8 hours)	**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.
19 - 21 (12 hours)	**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.
22 (4 hours)	FINAL EXAM: Take a final exam to show us all you have learned in your course.