

BCIT COMMUNICATION DEPARTMENT

COURSE OUTLINE  
COMM 003

COMPREHENSIVE READING, WRITING, &  
LEARNING SKILLS

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**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

<b>COURSE NAME</b>	Comprehensive Reading, Writing, & Learning Skills		
<b>COURSE NUMBER</b>	Comm 003	<b>DATE :</b>	January 12-March 18, 1993
<b>TAUGHT TO</b>	Pre-entry		
<b>DEPARTMENT</b>	Communication		
<b>TERM</b>	Winter/93	<b>HRS/WK</b>	20 <b>CREDITS</b> N/A
<b>NO. OF WEEKS</b>	10	<b>TOTAL HOURS</b>	80

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<b>INSTRUCTOR</b>	Robert Insley	<b>OFFICE</b>	
<b>OFFICE HOURS</b>	By appointment	<b>PHONE</b>	434-5734, local _____

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**COURSE SUMMARY**

COMM 003 consists of 20 four-hour classes -- two evenings a week for 10 weeks. The course focuses on developing reading, writing, speaking, and study skills required for technical and business communication, with particular emphasis on writing skills. Classes will include activities to improve these skills. You will be given principles and guidelines in each class, and then apply the principles in individual or group exercises.

Successful completion of this course will prepare you for technology and career programs.

**NOTE:**

If you are planning to enrol in a fulltime program at BCIT, you need to obtain a minimum of 65% in COMM 003. Some programs require a 70% (C), and others require a 75% (C+) in 003. Check with Admissions for more information about prerequisites.

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## *COMM 003 Course Outline*

### **EVALUATION**

Writing Assignments	50
Oral Presentation	5
Exercises & Quizzes	15
Midterm	10
Final	20

### **REQUIRED MATERIALS**

- 3-ring binder
- 3 hole, lined 8 1/2 x 11 notepaper or white bond
- pen (black or blue ink only)
- liquid paper or other means of making corrections neatly
- reference texts which will be announced during the term

### **REQUIRED TEXTS**

Sentence Skills: A Workbook for Writers - Form C (4th Ed.) John Langan.  
McGraw Hill: Toronto, 1991.

Effective Writing. Course Manual, Communication Department, BCIT.

Reading & Study Skills. Course Manual, Communication Department, BCIT.

An English-to-English dictionary.

### **ASSIGNMENTS**

You will complete a minimum of 10 marked writing assignments in this course, in addition to grammar and reading exercises. You must complete all assignments to be eligible to pass this course. You will have two types of assignments: in-class or take-home. The in-class assignments must be completed and handed in during the class in which they are given. The 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.

### **PROFESSIONALISM**

Attendance will be taken at each class and an absence will be excused only if it has been explained in advance to the instructor's satisfaction. You are also required to arrive on time for classes.

## COURSE OBJECTIVES

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### WRITING SKILLS

Upon successful completion of this course, you will be able to:

1. identify basic grammatical parts of a sentence
2. write sentences that are clear, concise, and grammatically correct
3. identify and correct spelling errors
4. write effective summaries of reports and articles
5. organize paragraphs effectively
6. organize and develop your ideas effectively in written assignments
7. write routine letters and memos
8. edit and proofread written assignments.

### READING AND LEARNING SKILLS

Upon successful completion of this course, you will be able to:

1. read textbooks, handouts, and articles with greater comprehension and retention
2. identify main ideas and important details in reading assignments and lectures
3. effectively use library facilities for research and study
4. take effective notes from written course materials
5. prepare successfully for exams
6. manage your time effectively
7. work well with others in group projects.

### LISTENING AND SPEAKING SKILLS

Upon successful completion of this course, you will be able to:

1. plan, organize, and deliver an effective oral presentation
2. take effective notes from lectures.

The letters SS stand for Sentence Skills. The letters EW stand for Effective Writing. The letters RSS stand for Reading & Study Skills.

COURSE SCHEDULE	
Class 1	Diagnostic Testing: Grammar & Writing Skills
Class 2,3,4	<p><b>GRAMMAR:</b> ● Subjects and verbs pp.9-17: SS</p> <p>● Standard English verbs - pp.49-57</p> <p><b>MECHANICS:</b> Apostrophes - pp.158-166: SS</p> <p><b>WORD USE:</b> ● Spelling Improvement pp.205-212: SS</p> <p><b>WRITING:</b> ● The planning &amp; writing process - EW</p> <p><b>READING</b> ● Reading assessment</p>
Class 5,6	<p><b>GRAMMAR:</b></p> <p>● Verb tenses - pp.81-87: SS</p> <p>● Irregular verbs - pp.58-66: SS</p> <p>● Tense agreement - pp.77-80: SS</p> <p>● Subject/verb agreement - pp.69-76:SS</p> <p><b>READING:</b> ● Finding the main idea</p> <p><b>STUDY SKILLS:</b> ● Reading Course Material - RSS</p> <p>● Working in groups</p>
Class 7,8,9	<p><b>GRAMMAR:</b> ● Fragments &amp; run-ons - pp.18-48: SS</p> <p><b>MECHANICS:</b> Commas - pp.178-189: SS</p> <p><b>WRITING:</b> ● Sentence focus - EW</p> <p>● Achieving emphasis - EW</p> <p>● Sentence patterns - pp.378-387: SS</p> <p>● Sentence combining - EW</p> <p><b>READING:</b> ● Improving reading efficiency</p> <p><b>STUDY SKILLS:</b>● Learning from Lectures - RSS</p>

## COURSE SCHEDULE

Class 10	Midterm Exam
Class 11,12,13	<p><b>GRAMMAR:</b> ● Pronouns - pp.115-128: SS</p> <p><b>WRITING:</b> ● Sentence combining (cont'd) ● Words - EW and pp.238-248: SS</p> <p><b>READING:</b> ● Skimming/Scanning</p>
Class 14,15	<p><b>GRAMMAR:</b> ● Misplaced &amp; dangling modifiers - p.88-98:SS ● Parallel structure - pp.99-104: SS</p> <p><b>WRITING:</b> ● Improving reader access - EW</p> <p><b>SPEAKING SKILLS:</b> ● Planning your oral presentation</p> <p><b>STUDY SKILLS:</b>● Managing Your Time - RSS</p>
Class 16,17	<p><b>MECHANICS:</b> Capital letters - pp.141-149: SS</p> <p><b>WRITING:</b> ● Patterns of paragraph development - handouts ● Organizing and writing effective paragraphs EW + handouts ● Writing summaries</p> <p><b>STUDY SKILLS:</b> ● Using library research facilities: library tour</p> <p><b>WORD USE:</b> ● Dictionary use - pp.196-204: SS</p>

COURSE SCHEDULE	
Class 18	<b>GRAMMAR:</b> Adjectives & adverbs - pp.129-135: SS <b>ORAL PRESENTATIONS:</b> Part One
Class 19	<b>ORAL PRESENTATIONS:</b> Part Two <b>STUDY SKILLS:</b> Preparing for & Writing Exams - RSS
Class 20	Final Exam

In addition to the above topics, other activities will be carried out in class, including:

- self-sustained silent writing of paragraphs, memos, and letters
- spelling exercises
- vocabulary building exercises
- skimming & scanning
- dictations
- reading comprehension exercises
- editing & proofreading