



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Operating Unit: Academic Studies

COM 0003

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### Instructor Information

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### Learning Resources

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.

#### Required:

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

**Recommended:** 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.

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**BCIT Policy Information for Students:** 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 1999 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 1999 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 1999

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**Course Learning Outcomes/Competencies:** 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
9. English, and describe, both orally and in writing, the skills you have acquired.

**Course Content Verification**

I verify that the content of this course outline is current, accurate, and complies with BCIT Policy.

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Program Head/Chief Instructor

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Date

**Note:** Should changes be required to the content of this course outline, students will be given reasonable notice.



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Operating Unit: Academic Studies

**COM 0003**  
**Writing/Speaking/Listening/Reading**  
**Skills**

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<b>Start Date:</b>	<b>September 13</b>	<b>End Date:</b> November 24
<b>Course Credits:</b>	0	<b>Term/Level:</b>
<b>Total Hours:</b>	88	
<b>Total Weeks:</b>	11	
<b>Hours/Week:</b>	8	

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**Prerequisites: Placement Test**

If you want to take COMM 0003, you must be at an intermediate level in English.

COMM 0003 is a prerequisite for COMM 0004.

**Course Calendar Description:** Gives students the speaking and listening skills needed to succeed in BCIT's other pre-entry courses. This course emphasises oral English language skills, gives you practice in writing skills, and prepares you for entry to COMM 0004.

**Course Goals:** COMM 0003 is designed to help students wishing to pursue careers in trades and technology to develop a solid foundation of English language skills. The course consists of 21 four-hour classes. Successful completion of the course will prepare students to further develop their technical writing skills in BCIT's other pre-entry courses.

**Evaluation**

Seven written assignments	35%
Two oral presentations (5% + 10%)	15%
Midterm	15%
Final Exam	25%
Professionalism and Participation, attendance	10%
<b>TOTAL</b>	<b>100%</b>

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*(BCIT Policy Information for Students cont.)*

Full-time Calendar. Check with the Pre-Entry program head if you have any questions about policies.

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**Assignment Details:** 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.

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**Professionalism and Participation:** 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 coworkers and supervisors.

To meet workplace standards, you'll have to

- Submit all assignments on time, or obtain extensions before deadlines
  - Attend all classes, or explain an absence the same way you would have to excuse yourself for not being able to come in to work
  - Treat each other and your instructor with courtesy and consideration
  - Contribute to the success of your course by participating actively in every class.
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## Teaching Methods

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

1. **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.
2. **Explaining in Your Own Words.** After you watch a video or read about a topic, you will sometimes be asked to explain or write about that topic in your own words. This will help you make English your own language, which you are able to use to express your own goals, knowledge and opinions.
3. **Readings.** Reading can improve one's language skills significantly. The more you read; the more you can learn. We will be doing a series of readings about science and technological issues in Canada. You are responsible for doing the assigned readings at home and being prepared to discuss the readings in class.

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## Additional Information about Learning Groups

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

1. Help, support, and encourage other groups members to learn the course material. Provide feedback to the instructor on how well the members of the groups 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 groups 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.
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### OUTLINE OF YOUR WORK FOR THIS COURSE

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

WEEK	Material Covered
1	<b>Introductions:</b> Learn about the course, your instructor, and the other students. Review structure of the sentences and paragraphs.
2	Parts of speech. Review verb tenses. <i>The Technical Style</i> . <b>Definitions.</b> Adjective clauses. Sentence fragments and run-ons. Reading/discussion: Using Definitions in Science and Technology.
3	Definitions. Nouns and adjectives. Review subject and verb agreement. <b>Descriptions:</b> Learn how to describe a mechanism. Reading/discussion: Using Descriptions
4	More on descriptions. Adverbs. Punctuation. How to do an oral presentation. <b>Letters</b> Reading: Soft and Hard Technology
5	<b>Letters of interest.</b> Looking at resumes and cover letters. Punctuation. Capitalization. Lists <b>Oral presentations #1</b> (group a) Reading: The Canadian Machinery Sector
6	<b>Oral presentations #1</b> (group b) Writing letters. Gerunds and infinitives Reading/discussion: Diagnostic Techniques
7	<b>MIDTERM</b>
8	<b>Summaries:</b> Learn about paragraphs, main ideas, and relevant details. Write paragraphs and a summary of a technical article Adverbial clauses Reading/discussion: Industry Canada
9	<b>Memos.</b> <b>Describing a process.</b> Articles. Parallelism. Reading: Measuring safety
10	<b>More on memos</b>

	Writing style Articles. Organizing oral presentations.
11	<b>Presentations #2(group a)</b> Writing practice, sentence combining. Articles. Reading/discussion: Industrial Ergonomics
12	<b>Oral presentations #2 (group b)</b> Prepositions Reading/discussion: Communications of the Future
13	<b>Review:</b> Review everything you covered in the course
14	<b>Final Exam: 3 hours (bring your dictionary)</b>

### OUTLINE OF YOUR WORK FOR THIS COURSE

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

WEEK	Material Covered
1	<b>Introductions:</b> Learn about the course, your instructor, and the other students. Review structure of the sentences and paragraphs. Review verb tenses. Introduce <i>The Technical Style</i> . Introduction to definitions.
2	<b>Definitions:</b> Learn how to write and present formal definitions using adjective clauses. Review nouns and adjectives. Review subject and verb agreement. Introduce how to do oral presentations. Introduce descriptions. Reading: Defining.
3	<b>Descriptions:</b> Learn how to describe a mechanism. Review adverbs and prepositions. Review punctuation. Review articles. First oral presentations on a description. Reading: Describing.
4	<b>Letters:</b> Introduction to block format. Writing a letter of interest. Looking at resumes and cover letters. Review punctuation. Review articles. Review capitalization. Reading: Diagnostic Techniques.
5	<b>MIDTERM:</b> Bring your dictionary. (2 hours)
6	<b>Summaries:</b> Learn about paragraphs, main ideas, and relevant details. Write paragraphs and a summary of a technical article or videos. Reading: Industry Canada
7	<b>Memos:</b> Learn how to write memos. Learn about gerunds, infinitives. Introduce parallelism. Reading: Workplace Ecology Section 1
8	<b>More on memos, Processes:</b> Explaining how to do something. <b>Presentations:</b> Learn more about how to organize a formal presentation . Reading: Workplace Ecology Section 2 Adverbial clauses
9	<b>Reviewing paragraphs</b> Writing practice, sentence combining
10	<b>Presentations</b> and writing practice, sentence combining Reading: Communications of the Future.
11	<b>Review:</b> Review everything you covered in the course <b>Final Exam: 3 hours (bring your dictionary)</b>