



APR 27 2004

Course Outline

A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies
Pre-Entry Communication

COMM 0003

**Writing, Speaking, Listening, and Reading
Skills for Technical Communication for
Second Language Students**

Start Date: April 5, 2004

End Date: May 6, 2004

Total Hours: 84 **Total Weeks:** 5

Term/Level: 200420 **Course Credits:** 0

Hours/Week: 16 **Seminar:** 14

Prerequisites for COMM 0003:

COMM 0071 Foundations of technical and business
English for ESL speakers
or
COMM 0009 Communication Placement Test at the
0003 entry level

COMM 0003 is a Prerequisite for:

COMM 0004 Technical Communication Skills for
Second Language Students

■ **Course Description**

COMM 0003 gives students the speaking and listening skills needed to succeed in BCIT's other Pre-Entry courses. This course emphasises written English skills, gives you practise in oral language skills, and prepares you for entry to COMM 0004.

■ **Detailed Course Description**

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 Pre-Entry courses.

■ **Evaluation**

Assignments	40%
Oral presentations (5%+10%)	15%
Quizzes	5%
Midterm Exam	15%
Final Exam	25%
TOTAL	100%

Course Learning Outcomes/Competencies

Writing skills

- a) Organize ideas using some pre-writing techniques
- b) Draft, revise, and edit paragraphs
- c) With the help of correction symbols, identify common grammatical components and correct identified errors
- d) Use concrete content vocabulary
- e) Write descriptive and expository paragraphs on a familiar or concrete topic
- f) Use personal experience to write paragraphs
- g) Review and practice the basic components of effective technical paragraph writing and some multi-paragraph assignments
- h) Make some adjustment for audience, purpose, and intended effects

Speaking skills

- a) Participate in a variety of group or paired activities
- b) Deliver 2 or 3 individual presentations (description, interview, and process)
- a) Organize thoughts and ideas in terms of purpose, sequence, language
- b) Respond to questions and feedback in familiar and predictable contexts
- c) Demonstrate the use of some basic presentation skills (body language, timing, eye contact)
- d) Express and/or explain ideas, opinions, and feelings about familiar topics with rare reliance on re-wording or rephrasing
- e) Use a varying range of concrete vocabulary and some idiomatic expressions for use in classroom discussions on general topics
- f) Have a good range of technical language in their particular field
- g) Use a limited range of structures (Errors, while frequent, do not prevent communication. Pronunciation, however, may impede understanding).

Reading skills

- a) Comprehend selected authentic texts and/or supported materials of moderate length (newspaper and magazine articles and manuals) within a less familiar context
- b) Analyze sections of texts for main ideas, supporting details, purpose, and meaning; distinguish fact from opinion.
- c) Use context, title, headings, and format to predict and determine information about a text
- d) Adjust reading rate according to task (skimming and scanning a variety of passages)
- e) Comprehend high frequency content words
- f) Accept some ambiguity in reading passages
- g) Use context clues to guess meaning of unfamiliar words. Use affixes and roots in decoding
- h) Use a monolingual learners' dictionary

Listening skills

- a) Understand to a significant degree most conversations on a variety of normal general topics at a normal rate of speech
- b) Understand selected information delivered through a variety of broadcast media (radio, television, video)
- c) Distinguish between formal and informal register in speech with some effectiveness
- d) Understand most natural speech containing a variety of structures, with some dependence on repetition
- e) Understand sufficient concrete and abstract vocabulary, idioms, and expressions to follow classroom discussions on general topics
- f) Understand ideas, opinions, and feeling about familiar topics and activities and technical and conceptual language related to their specialization
- g) Follow instructions with some repetition from instructor
- h) Understand group discussion and conversations 75% of the time.

■ **Verification**

I verify that the content of this course outline is current.

Authoring Instructor

Date

I verify that this course outline has been reviewed.

Program Head/Chief Instructor

Date

I verify that this course outline complies with BCIT policy.

Dean/Associate Dean

Date

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

Schedule

Week of/ Number	Outcome/ Material Covered	Assignment	Due Date
1	Introductions: Learn about the course, your instructor, and the other students. Review the structure of sentences, paragraphs, and verb tenses. Learn about Technical Style (Module 1)	#1 paragraph	April 7
2	Learn about Oral Presentations (Module 4) Definitions: Learn how to write and present formal definitions using adjective clauses. Learn about nouns and articles. (Module 2) Descriptions: Learn how to describe a mechanism. Review adjectives and prepositions. (Module 3)	#2 definitions	April 13
3	Descriptions continued. 1 st Oral presentations – 2 minutes Midterm (2.5hours): Bring your dictionary. NO ELECTRONIC DEVICES	#3 description	April 16 April 20
4	Instructions: Learn how to write instructions and interpret flowcharts using the imperative and adverb clause of time and condition. Learn about time words. Resumes: Learn about parallelism. Learn how to discuss personal skills in an interview.	#4 instructions #5 complex sentences	April 26 April 29
5	Summaries: Learn about paraphrasing main ideas and relevant details. Plagiarism: Learn about giving credit to sources.	#6 summaries	May 3
6	2 nd Oral Presentation: 5-7 minutes Final exam (3 hours): Bring your dictionary. NO ELECTRONIC DEVICES		May 3 – May 5 May 6, 2004

NOTE: Due dates are approximate.