



OCT 27 2003

Course Outline

A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies
Program: Computer Systems Technology
Option: Part-Time Studies

COMM 0003

Course name: Writing, speaking, listening, and
reading skills for technical communication for second
language students

Start Date: September 8, 2003

End Date: October 14, 2003

Total Hours: 84 Total Weeks: 6

Term/Level: 200330 Course Credits: 0

Hours/Week: 14 Lecture: Lab:

Shop: Seminar: 14 Other:

Prerequisites

COMM 0003 is a Prerequisite for:

Course No. Course Name

Course No. Course Name

Comm0071 Foundations of technical and business
English for ESL speakers
Comm0009 Placement Test (placement at the
COMM 0003 entry level)

Comm0004 Technical communication skill for second
language students

■ Course Description (required)

Comm0003 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 Comm0004.

■ Detailed Course Description (optional)

Comm0003 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 12 seven-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%
Midterm Exam	15%
Final Exam	25%
Professionalism	5%
TOTAL	100%

Comments:

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 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.

■ Instructor(s)

Judit Gyenes

Office Location: SE41 Room:110
Office Hrs.: By appointment

Office Phone: 604-451-7044 mailbox:9299
E-mail Address: Judit_Gyenes@bcit.ca

■ Learning Resources

Required at each class:

Either the Oxford Advanced Learner's Dictionary or The Collins Cobuild Dictionary

Lined 8-1/2 by 11" notepaper

Pencil

Eraser

Stapler

■ Information for Students

(Information below can be adapted and supplemented as necessary.)

Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

Makeup Tests, Exams or Quizzes: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Attempts: Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

■ 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.

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.	#1	Sept. 11, 2003
2	Learn about technical style. Definitions: Learn how to write and present formal definitions using adjective clauses. Learn about nouns and articles. Descriptions: Learn how to describe a mechanism. Review adjectives and prepositions.	#2	Sept. 17, 2003
3	Descriptions continued. Learn about oral presentations Midterm (2 hours): Bring your dictionary. Instructions: Learn how to write instructions and interpret flowcharts using the imperative and adverb clause of time and condition. Learn about time words.	#3	Sept. 24, 2003 Sept. 25, 2003
4	1st Oral Presentation: 3 minutes. Resumes: Learn about parallelism. Learn how to discuss personal skills in an interview.	#4 #5	Sept. 29, 2003 Oct. 2, 2003.
5	Summaries: Learn about paraphrasing main ideas, and relevant details. Plagiarism: Learn about giving credit to sources. 2nd Oral Presentation: 5 minutes	#6	Oct. 8, 2003 Oct. 9, 2003
6	Final exam (3 hours): Bring your dictionary.		Oct. 14, 2003