BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
School: Computing and Academic Studies
Department: Pre-entry Communication

COM 0003
Career Explorations in Trades and Technology for Students of English as an Additional Language

Start Date:	February 16, 2002	**End Date: March 24, 2002**	
Course Credits:	0	**Term/Level: Spring 2002**	
Total Hours:	84		
Total Weeks:	6		
Hours/Week:	14		

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 sold foundation of English language skills. The course consists of 12 six-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

In class oral and written assignments	15 + 40%
Midterm	15%
Final Exam	25%
Professionalism and Participation	5%
TOTAL	100%

Course Learning Outcomes/Competencies: When you have successfully completed this course, you should be able to

<u>Writing skills</u>
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

<u>Speaking skills</u>
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.

<u>Reading skills</u>
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

<u>Listening skills</u>

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 and CD-Rom
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 speciliazation
g) follow instructions with some repetition from instructor
h) understand group discussion and conversations 75% of the time

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Course Content Verification

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

_____   _____
Program Head/Chief Instructor   Date

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

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'NOWLEDGE THAT WORKS

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
Operating Unit: Academic Studies

COM 0003
Career Explorations in Trades and
Technology for Students of English as an
Additional Language

Instructor Information

Name: Rapti Dietrich

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Office Location: SW3 4075

Office Hours: **By appointment**

Learning Resources

You will be given handouts for each unit. To keep your handouts and assignments, you will 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
- a stapler

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.

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:

Attendance Policy: You are required to attend all classes. If you cannot attend a class, notify your instructor in advance, just as you would call your supervisor in the workplace if you couldn't make it to work. Excused absences are limited to 10 per cent of the total classroom hours. Excessive absence may result in failure or immediate withdrawal from the course (BCIT Policy # 5201). It is your responsibility to contact your instructor to arrange to catch up on any assignments or work you missed.

Conduct 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 (BCIT Policy #5251).

Harassment and Discrimination Policy: BCIT and its management, together with the unions and the Student Association, are committed to providing and environment where the individual differences of al students and employees are valued and respected - an environment free from harassment and discrimination (BCIT Policy # 7507).

I.D. Required in Examination Centres

Effective December 2000, in order to write exams, students will be required to produce photo-identification at examination centres. Photo I.D. must be placed on the desk before an exam will be issued to the student. The I.D. must remain in view on the desk while writing the exam, for inspection by invigilators. Students should bring a BCIT OneCard or alternatively two pieces of identification, one of which must be government photo I.D. such as a drivers license. Please see BCIT Policy #5300, Formal Invigilation Procedures.

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

(BCIT Policy Information for Students cont.)

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

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.

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.

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 you own goals, knowledge and opinions.

3. Key Visuals. You will learn how to express ideas in graphics (primarily tables and charts). These graphics, which we call "key visuals," will allow you to understand ideas and present them more clearly to others.

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.

	OUTLINE OF YOUR WORK FOR THIS COURSE
	(schedule is subject to change based on the instructor's perception of the needs of the class)

WEEKEND	MATERIAL COVERED
1	**Introductions:** Learn about the course, classmates and instructor. Practise scanning. Review subjects and verbs, subject/verb agreement, verb tenses, and the structure of sentences. Learn about working in groups (teamwork). **Definitions:** Learn how to write and present formal definitions using adjective clauses. Learn about technical style and unity and coherence in paragraphs. Introduction to oral presentations and visuals. **Assignment 1: Paragraph**
2	**Description:** Learn how to describe a mechanism using a formal definition, partitioning and the language of appearance. Practise skimming. Learn about adjective strings and punctuation. Review verb tenses and forms. **Assignment 2: Definitions**
3	**Oral Presentations and Résumés:** Learn how to plan, organize, practise and deliver major oral presentation. Review basic structure and format of résumés. Practise parallel lists in résumés. Review asking and answering questions. Review sentence combining (compound sentences) and expanding sentences (complex sentences). **Assignment 3: Description**
3 Sunday, April 21	**MIDTERM EXAM (2 hours)**
4	**Instructions:** Learn how to write a set of instructions using the imperative. Practise reading flowcharts. Learn how to anticipate content when reading. **First oral presentation: describing a mechanism, machine or tool** **Assignment 4: Expanding Sentences**
5	**Summaries:** Learn about academic honesty, paraphrasing, finding main ideas and relevant details. Prepare short oral and written summaries of technical material. Review participle adjectives. Review the exam and your progress so far. **Assignment 5: Instructions** **Assignment 6: Summaries**
6	**Major oral presentations:** Students deliver 5-minute major oral presentations to class. **Review** of all material covered in class for final.
6 Sunday, May 12	**FINAL EXAM (3 hours)** **Bring your dictionary**