BCIT®

A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies
Professional English Language Development (PELD)

COMM 0003
Writing, Speaking, Listening, and Reading Skills for
Technical Communication for Second Language
Students

Start Date:	June 25, 2007				**End Date:**	July 26, 2007		

Total Hours:	84	**Total Weeks:**	5		**Term/Level:**	200720	**Course Credits:**	0		
Hours/Week:	16	**Lecture:**	16	**Lab:** 0	**Shop:**	0	**Seminar:** 0	**Other** 0 :		

Prerequisites for COMM 0003:

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

Writing 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

June 21, 2007
Date

I verify that this course outline has been reviewed.

_____
Program Head/Chief Instructor

June 2007
Date

I verify that this course outline complies with BCIT policy.

Patricia Blackwell
_____
Dean/Associate Dean

June 26/07
Date

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

Instructor

Judit Gyenes   Office Location: NE21-100   Office Phone: 604-451-7044 ext.9299

     Office Hrs.:   By appointment   E-mail Address: **Judit_Gyenes@bcit.ca**

Learning Resources

For this course, you will be provided with six learning modules which will be given to you in class.

Required:

- 3-hole lined 8-1/2 by 11" notepaper
- a pen (black or blue ink only) or HB pencil and eraser
- 2 write–on overhead transparencies
- 2 different colored water-soluble overhead transparency pens
- Recent edition of an English-to-English advanced learner's dictionary. For example, **COLLINS COBUILD ADVANCED LEARNER'S DICTIONARY** or the **OXFORD ADVANCED LEARNER'S DICTIONARY**.

Recommended:

The following grammar books are highly recommended and are available in the BCIT bookstore.

     AZAR – Understanding and Using English Grammar **Chartbook**

     AZAR – Understanding and Using English Grammar **Workbook**

Information for Students

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.

Accommodation: Any student who may require accommodation from BCIT because of a physical or mental disability should refer to BCIT's Policy on Accommodation for Students with Disabilities (Policy #4501), and contact BCIT's Disability Resource Centre (SW1-2300, 604-451-6963) at the earliest possible time. Requests for accommodation must be made to the Disability Resource Centre, and should not be made to a course instructor or Program area. Any student who needs special assistance in the event of a medical emergency or building evacuation (either because of a disability or for any other reason) should also promptly inform their course instructor(s) and the Disability Resource Centre of their personal circumstances.

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 by the due date.

All writing assignments must meet the following requirements:
1. Acceptable paper. Use lined 8-1/2 by 11" notepaper. Take-home assignments can be word-processed
2. Functional margins and double-spaced. Leave 1" margins on all sides of assignments to allow for marking. Write only on every second line to leave room for the instructor's comments. These rules apply to take-home assignments as well.
3. Proper identification. Write your name on the top right hand corner of each page.

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 (paragraphing)	Friday, Week 1
2	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) Learn about Oral Presentations (Module 4)	#2 (definitions)	Wednesday, Week2
3	Descriptions continued. 1st Oral presentations: 3 minutes Midterm (2.5hours): Bring your dictionary. NO ELECTRONIC DEVICES Resumes: Learn about parallelism. (Module 4)	#3 (description)	Monday, Week3 Tuesday, Week3 Wednesday, Week3
4	Learn how to discuss personal skills in an interview. Summaries: Learn about paraphrasing main ideas and relevant details. (Module 6) Plagarism: Learn about giving credit to sources	#4 (paragraphs) #5 (summaries)	Monday, Week4 Thursday, Week 4
5	Instructions: Learn how to write instructions and interpret flowcharts using the imperative and adverb clause of time and condition. Learn about time words. (Module 5) 2nd Oral Presentation: 5-7 minutes Final exam (3 hours): Bring your dictionary. NO ELECTRONIC DEVICES		 Wednesday, Week 5 Thursday, Week 5