



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:	May 26, 2001	End Date:	July 1, 2001
Course Credits:	0		
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 solid foundation of English language skills. The course consists of 24 classes, 3.5 hours each. Successful completion of the course will prepare students to further develop their technical writing skills in BCIT's other pre-entry courses.

Evaluation

Oral and Written Assignments	(10 + 45) %
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:

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
- 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 your 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) distinguish between formal and informal register in speech with some effectiveness
- c) understand most natural speech containing a variety of structures, with some dependence on repetition
- d) understand sufficient concrete and abstract vocabulary, idioms, and expressions to follow classroom discussions on general topics
- e) understand ideas, opinions, and feeling about familiar topics and activities and technical and conceptual language related to your specialization
- f) follow instructions with some repetition from instructor
- g) understand group discussion and conversations 75% of the time



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: Dasha Semenova

Office Location:

Office Phone:

Office Hours:

E-mail Address: dsemenov@interchange.ubc.ca

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
- 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:

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. Students must attend at least 90% of the classes in a course. If you have to miss a course, you are required to provide your instructor with a legitimate excuse, such as a doctor's note. 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.

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 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.
3. **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 the following 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 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.
-

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)	
Class	Material Covered
1 - 3 (10.5 hours) May 26, 27	Introductions: Learn about the course, your instructor, and the other students. Learn scanning skills. Review verb tenses and the structure of the sentences and paragraphs. Learn about <i>Technical Style</i> . Write a paragraph on an assigned topic (5%)—due June 2.
4 - 6 (10.5 hours) May 27, June 2	Definitions: Learn how to write and present formal definitions using relative clauses. Learn skimming skills. Review verb tenses. Write two definitions (5%)—in class, June 2.
7 - 9 (10.5 hours) June 3, 9	Descriptions: Learn how to write a technical description. Review passive voice. Review adjective strings. Write a description (10%)—due June 10.
10 - 11 (7 hours) June 9, 10	Presentations: Learn how to organize a formal presentation. Practice giving a presentation. Give a 5-minute presentation (10%)—due June 16.
12 June 10	MIDTERM: Bring your dictionary. (2 hours)
13 (3.5 hours) June 16	Presentations (continued): Give a 5-minute presentation. Provide feedback on other students' presentations.
14 - 15 (7 hours) June 16, 17	Resumes: Learn how to write a resume. Review articles. Learn about parallelism and abbreviated writing style. Revise your resume. Find and correct errors in a resume (5%)—due June 23.
16 - 18 (10.5 hours) June 17, 23	Instructions: Learn how to write instructions. Practice imperative. Review "if" clauses. Learn about time order. Work with flowcharts. Write a set of instructions (10%)—due June 24.
19 - 22 (14 hours) June 24, 30	Academic Honesty and Summaries: Discuss cheating and plagiarism. Practice recognizing facts and opinions. Learn paraphrasing and writing summaries. Learn to give an oral summary. Practice participial adjectives. Write a summary (10%)—due July 1 st .
23 (3.5 hours) July 1	Review: Review the topics and skills covered in the course.
24 (3.5 hours)	FINAL EXAM: Bring your dictionary. (3.5 hours) July 1