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

Start Date:	September 14, 2001	**End Date:** Oct. 21, 2001	
Course Credits:	0	**Term:** Fall 2001	
Total Hours:	84	**Level:** Pre-Entry	
Total Weeks:	6 weeks		
Hours/Week:	14		

Prerequisites

To take COMM 0003, you must be at an intermediate level of English. Thus, you should be able to carry out everyday activities and handle simple conversations in English.

Course Description

COMM 0003 is designed to help students who wish to pursue careers in trades and technology develop a solid foundation of speaking and listening skills from which they will be able to further develop their writing skills.

COMM 0003 consists of **18 four- or six-hour classes**. Successful completion of this course will give you the speaking and listening skills you need to succeed in BCIT's other pre-entry courses.

Instructor Information

Name: Rapti Dietrich   **Office Location:**   SW3 4705

Office Phone: 451-6777, box 9026   **Office Hours: By appointment**

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Evaluation

Writing Assignments	40%
Oral Presentations	15%
Midterm Exam	15%
Final Exam	25%
Professionalism and Participation*	5%
TOTAL	100%

* 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 reward you for meeting these workplace standards, evaluation for this course includes a 5% grade for **professionalism and participation.** To get a full 5% for professionalism and participation, you will have to do the following:

- 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.

Course Learning Outcomes/Competencies

When you have successfully completed this course, you should be able to do the following:

1. Work effectively in a team environment
2. Write a simple paragraph using clear, accurate English
3. Give a formal definition using adjective clauses
4. Write a description using a definition, partitioning, and description
5. Give a short oral presentation
6. Describe a mechanism using appropriate adjectives, adverbs, and propositions
7. Write a set of instructions using the imperative
8. Summarize a technical article.

Learning Resources

The required textbook for this course is

> *Oxford Practice Grammar.* John Eastwood. Oxford University Press: Oxford, 1999.

This textbook was ordered and should be in the bookstore at the beginning of the term, but it could be delayed.

You will also be given handouts for each unit. To keep your handouts and assignments, you'll need a three-ring binder.

Be sure to get a good **English-to English dictionary**. It is strongly recommended that you bring your English dictionary to class if you want to improve your spelling, vocabulary and comprehension.

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

Assignment Details

You are required to complete all 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. 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. Assignments may be handwritten in black or blue ink or word-processed.

4. **Proper Identification**. Write your name and course number on the top right hand corner of each page.

Teaching Methods

We will be using the following teaching methods that have proven effective for teaching students at BCIT:

1. **Team work**. Just as in all courses at BCIT, you will 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 may 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.

3. **Using video and audio tapes** to bring the language of the real world into your classroom. During this course, you will be hearing from many people, speaking the English they use every day. These people will come to you on video and audio tapes.

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. See the Full-time Calendar for more information on 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 Full-time Calendar for more information on this policy.

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

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). **First oral presentation: describing a mechanism** **Assignment 3: Description**
3 **Sunday, Sep. 30**	Review of all material so far to prepare for the midterm **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. **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.
6 **Sunday, Oct. 21**	**FINAL EXAM (3 hours)** **Bring your dictionary**