



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Operating Unit: Academic Studies

Program: Pre-Entry Communication

OCT 18 2001

Course Outline

COMM 0003

Technical Communication for 2nd Language Students

Start Date: Sept. 7, 2001

End Date: Oct. 21, 2001

Course Credits: N/A

Term/Level: PreEntry

Total Hours: 84

CRN: 64748

Total Weeks: 7

Hours/Week: 12

Prerequisites: COMM 0071 or Placement Test
Students in COMM 0003 must be at an advanced level of English.

Course 0003 is a Prerequisite for: 0004

You will need to obtain a minimum grade of 65% in COMM 0003 to enter COMM 0004.

Course Calendar Description: Students will learn the writing, reading, speaking, and listening skills needed to carry out writing and speaking tasks in COMM 0004 and in trades' courses. This course covers sentence and paragraph development, listening & reading comprehension, speaking, and grammatical skills.

Course Goals: COMM 0003 consists of 14 six-hour classes. This course is designed to prepare students whose first language is not English, yet who have good writing and speaking skills for study at BCIT. The course focuses on developing the listening, reading, writing, speaking, and study skills required for technical and business communication.

Evaluation

Assignments & Re-written Assignments	40%
Oral presentation/ in class expression	10%
Midterm Exam	20%
Final Exam	30%
TOTAL	100%



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
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COMM 0004
Technical Communication for 2nd
Language Students

Instructor Information

Name: O'Byrne Taylor **Office Location:** SW3 4705

Office Phone: 451-7044 **Office Hours:** by appointment

Learning Resources

Provided:

For this course you will be provided, at no cost to you, with 6 draft learning modules.

Module 1: Tell Us About Yourself

Module 2: Definitions

Module 3: Description

Module 4: Oral Presentations and Resumes

Module 5: Instructions

Module 6: Academic Honesty and Summaries

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. A good **Thesaurus** is also very important to your language development.

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 page 2 of the 2000/2001 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 2000/2001 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 2000 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 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

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 - 2	Introductions: Learn about the course, your instructor, and the other students. Review verb tenses and the structure of sentences and paragraphs. Learn about <i>Technical Style</i> .
3 - 4	Definitions: Learn how to write and present formal definitions using adjective clauses. Review nouns and adjectives.
5 - 7	Descriptions: Learn how to describe a mechanism. Review adverbs, prepositions, and articles.
8 - 10	Descriptions: continued. Practice written and oral descriptions following the technical format. Mid-term review.
11 [redacted]	MIDTERM: Bring your dictionary. (3 hours)
12 - 13	Resumes: Learn about resumes and how to prepare effective ones. Learn how to draw a classification tree and talk about your skills in an interview situation and on video. Write complex sentences. Review the exam and your progress so far.
14 - 16	Instructions: Learn about instructions and how to prepare effective ones. Practice command form and how to use active voice.
17 - 19	Summaries: Learn about paragraphs, main ideas, and relevant details. Write paragraphs and sentence-summaries of a technical article. Give a 3-5 minute process presentation.
20	Review: Review second part of course. Presentations continue
21 [redacted]	FINAL EXAM: Bring your dictionary. (3 hours)