



**BRITISH COLUMBIA INSTITUTE OF
TECHNOLOGY**

Operating Unit: Academic Studies
Program: Pre-Entry Communication

Course Outline

COMM 0003

**Writing, Speaking, Listening and Reading
Skills for Technical Communication**

Start Date: May 21, 2002

End Date: June 25, 2002

Course Credits: 0

Term/Level: Comm 0003

Total Hours: 84

Total Weeks: 5

Hours/Week: 16

Instructor Information

Name: Andrea Simmonds

Office Location: SW3 4705

Office Phone: TBA

Office Hours: by appointment

E-mail Address: andreams@canada.com

Prerequisites: Placement Test or Comm 0071

Students in COMM 0003 must be at a high-intermediate level of English.

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

Course Calendar Description: Gives students the writing, speaking, listening, and reading skills needed to succeed in BCIT's other pre-entry courses. Students practice grammar skills and language structures useful for technical communication.

Course Goals:

Comm 0003 is designed to help students who wish to pursue careers in trades and technology develop a solid foundation of writing and grammar skills. Comm 0003 consists of 21 four-hour classes. Successful completion of this course will give you the basic writing skills you need to succeed in BCIT's other pre-entry courses.

Learning Resources

Required:

An English-to English dictionary.

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
- 2 write – on overhead transparencies
- 2 different colored water-soluble (washable) overhead transparency pens

Evaluation

Written Assignments	35%
Quizzes	5%
Oral Presentations	10%
Midterm Exam	15%
Final Exam	25%
Portfolio project	10%
TOTAL	100%

Course Schedule

	Date	Class Material	Assignments	Tests
Week 1	Tuesday, May 21	<i>Module 1</i>	Practice Assignment	
	Wednesday, May 22	Writing Paragraphs		
	Thursday, May 23	Scanning	Assignment 1	
Week 2	Monday, May 27	<i>Module 2</i>		
	Tuesday, May 28	Writing Definitions		Quiz 1
	Wednesday, May 29	Skimming	Assignment 2	
	Thursday, May 30	<i>Module 3</i>		
	Friday, May 31	Writing Description		
Week 3	Monday, June 3	Technical Vocabulary	Assignment 3	
	Tuesday, June 4			Midterm Exam
	Wednesday, June 5	<i>Module 4</i>		
	Thursday, June 6	Oral Presentations		
Week 4	Monday, June 10	Resumes	Assignment 4	
	Tuesday, June 11	<i>Module 5</i>		Quiz 2
	Wednesday, June 12	Giving Instructions	Oral Presentation 1	
	Thursday, June 13	Anticipating Content	Assignment 5	
Week 5	Monday, June 17	<i>Module 6</i>		
	Tuesday, June 18	Writing Summaries	Oral Presentation 2	
	Wednesday, June 19	Academic Honesty	Assignment 6	
	Thursday, June 20			Final Exam

Assignment Details:

1. You are required to complete a minimum of 6 marked writing assignments in this course, in addition to other exercises, both marked and unmarked, and short quizzes.
2. You must complete all assignments to be eligible to pass this course. You will have two types of assignments: in-class or take-home. The in-class assignments must be completed and handed in during the class in which they are given. The take-home assignments must be submitted at the beginning of the next class.
3. 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.
4. Unless you have obtained an extension, you will be assessed a late penalty of 10% per day for late assignments. 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.

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

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

Writing Skills

1. Write sentences that are clear, concise, and grammatically correct
2. Organize paragraphs effectively
3. Organize and develop your ideas effectively in written assignments
4. Write documents that use a variety of sentence patterns and appropriate vocabulary
5. Use appropriate vocabulary correctly
6. Demonstrate improvement in written work

Reading and Learning Skills

1. Read textbooks, handouts, and articles with greater comprehension and retention
2. Identify main ideas and important details in reading assignments
3. Take effective notes from written course materials and listening exercises

Listening and Speaking Skills

1. Plan, organize, and deliver an effective oral presentation.
2. Improve the grammatical correctness of your speech.

Teaching Methods: We will be using 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.
2. Peer-editing. You'll work with one or two partners to locate, discuss, and correct errors in each other's work.
3. Explaining in your own words. You'll be reading from textbooks, case studies, and handouts and then putting the ideas into your own words. You will know you have gained knowledge and language skills when you are able to explain the ideas clearly to your team members and to your instructors.

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 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 1999 Full-time Calendar for more information about 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 2001 Full-time Calendar. Check with the Pre-Entry program head if you have any questions about policies.

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.