BCIT®

Course Outline

A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies
Program: Pre-entry Communication

COMM 0003 CRN 34854
*Writing, speaking, listening, and reading skills
for technical communication for second
language students*

Start Date: Sept 13, 2004			**End Date:** Nov 24, 2004	
Total Hours: 84	**Total Weeks:** 11		**Term/Level:** 200430 **Course Credits:** 0	
Hours/Week: 8	**Lecture:**	**Lab:**	**Shop:** **Seminar** **Other**	

Prerequisites

Course No.	Course Name
COMM 0071	Foundations of technical and business English for ESL speakers
COMM 0009	Communication Placement Test

Course Number is a Prerequisite for:

Course No.	Course Name
COMM 0004	Technical communication skills for second language students

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Course Description

Comm0003 gives students the speaking and listening skills needed to succeed in BCIT's other Pre-entry courses. This course emphasizes written English skills, gives you practice in oral language skills, and prepares you for entry to Comm0004.

Detailed Course Description

Comm0003 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, 4-hour** classes. Successful completion of the course will prepare students to further develop their technical writing skills in BCIT's other Pre-entry courses.

Evaluation

Assignments	40%
Oral presentations	15%
Portfolio and Professionalism	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 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 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.

Lynda Hadley   _Sept 10/04_
_____   _____
Authoring Instructor   Date

I verify that this course outline has been reviewed.

NABraham   _Sep 10, '04_
_____   _____
Program Head/Chief Instructor   Date

I verify that this course outline complies with BCIT policy.

NABraham   _Sep 10, '04_
_____   _____
Dean/Associate Dean   Date

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

Instructor

Lynda Hadley   Office Location: SE41-110   Office Phone: 604-451-7044
                                                                        mailbox 9184

                      Office Hours: By appointment   **E-mail:**   lhadley@bcit.ca

Learning Resources

Required:

English-to-English dictionary

Lined 8-1/2 by 11" notepaper

Pencil

Eraser

Pen

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.

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 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.

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 several 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 you 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 you 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 group 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 your group finishes an exercise ahead of another group.

Schedule

Class	Material Covered
1 - 3	**Introductions:** Learn about the course, your instructor, and the other students. Review verb tenses and the structure of sentences and paragraphs. Learn about Technical Style.
4 – 6	**Definitions:** Learn how to write and present formal definitions using adjective clauses. Review nouns and adjectives, and articles. *Assignment #1 Paragraph*
7 – 10	**Descriptions:** Learn how to describe a mechanism. Review adverbs and prepositions. *Assignment #2 Definitions* *Assignment#3 Description*
11	**Presentations:** Learn how to give a good oral presentation.
12	MIDTERM (2.5 hours) October 23, 2004
13	**Resumes:** Learn about resumes and parallel structure.
14 – 15	**Instructions:** Learn how to write instructions and interpret flowcharts, using the imperative and adverbial clauses of time and condition. *Assignment #4 Instructions* *Oral presentations*
16 – 19	**Summaries:** Learn about paraphrasing and summarizing. Learn about academic honesty. *Assignment #5 Summaries* *Oral presentations*
20	**Review:** Review for the final exam. *Oral presentations*
21	FINAL EXAM. Bring your dictionary. (3 hours) November 24, 2004

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