



Course Outline for Comm0003 - 7 weeks

BURNABY CAMPUS
 3700 Willingdon Avenue
 Burnaby, B.C.
 Canada V5G 3H2
 Tel. (604) 434-5734
 Web Site: <http://www.bcit.bc.ca>

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
 Operating Unit: Academic Studies

COMM0003

Start Date: Oct 28

End Date: Dec. 10 (?)

Course Credits: n/a

Term/Level: pre-entry

Total Hours: 84

Total Weeks: 7

Hours/Weeks: 12

Prerequisites: Placement Test

If you want to take Comm 0003, you must be at a high intermediate level in English
 Comm0003 is a prerequisite for Comm 0004

Course Calendar Description: Gives students the speaking and listening skills needed to succeed in other pre-entry courses. This course emphasizes writing skills, gives practice in oral English skills, and prepares you for entry to Comm 0004.

Course Goals: 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 14 7-hour classes. Successful completion of the course will prepare students to develop their technical writing skills in BCIT's other pre-entry courses.

Evaluation

Assignment and quizzes	50%
Two oral presentations	10%
Midterm	15%
Final Exam	25%
Total	100%
PASS	65%

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

1. Work effectively in a team environment
2. Understand and demonstrate proper sentence structure
3. Write a paragraph or letter, using clear, accurate English
4. Summarize a technical article
5. Give a short oral presentation on a technical subject
6. Describe a mechanism, using appropriate grammar and vocabulary
7. Give formal definitions
8. Identify basic principals of technical English
9. Write correct sentences consistently

Course Content Verification

I verify that the content of this course outline is current, accurate, and complies with BCIT Policy.

Program Head: _____

Date: _____

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

OUTLINE OF YOUR WORK FOR THIS COURSE (subject to change based on the instructor's perception of the needs of the course)	
WEEK	MATERIAL COVERED
1	Introduction to course, paragraph structure, sentence structure, The Technical Style
2	Sentence structure, punctuation, subject-verb agreement, writing paragraphs Definitions: writing a formal definition Writing descriptions of mechanisms
3	Writing descriptions How to make an oral presentation
4	Oral presentations #1 Midterm Exam Resumes
5	Writing/talking about a person, parallelism Writing a letter of interest. Teaching somebody how to do something Writing summaries
6	Summaries Oral presentation #2
7	Oral presentation #2 Review Final Exam (3 hours)

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#	Type of assignment	Date	Mark
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
oral 1			
oral 2			

There will be approximately 10 assignments. It is your responsibility to keep up. NO MARKS are given for work not done! If you must miss an assignment, please talk to me IN ADVANCE to make alternative arrangements.



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COMM 0003

INSTRUCTOR INFORMATION

Name: Melissa Swanink

Office Location: SW3 4705 (BBY)

Office Phone: 451-6777 #9765

Office Hours: by appointment

E-Mail: melissa_swanink@bcit.ca

Learning Resources

You will need to buy a grammar text book for this course. You will also 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 or HB pencil
- liquid paper or eraser
- a stapler

Recommended Texts: a good English-English dictionary

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.

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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 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.

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 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. You can word-process or neatly write assignments.
2. Functional Margins and Double-Spaced. Leave 1" margins on all sides of the assignments to allow for marking. Write only on every second line to leave room for instructors comments.
3. Proper Identification. Write your name and student number at the top of assignments.

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

1. Submit all assignments on time, or obtain extensions before deadlines
2. 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
3. Treat each other and your instructor with courtesy and consideration
4. 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 watch a video or 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.
3. **Readings.** Reading can improve one's language skills significantly. The more you read; the more you can learn. We will be doing a series of readings about science and technological issues in Canada. You are responsible for doing the assigned readings at home and being prepared to discuss the readings in class.
4. **Individual Work.** Students are expected to practice and do assignments on their own. Each student is responsible for his or her own learning.

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.