



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Operating Unit: Academic Studies

COM 0003***Speaking, Listening, Reading, Writing***

Start Date:	Sept. 9	End Date:	Oct. 22
Course Credits:	0	Term/Level:	pre-entry
Total Hours:	84		
Total Weeks:	7		
Hours/Week:	14		

Prerequisites: Placement Test

If you want to take COMM 0003, you must be at an intermediate level in English.

Course Calendar Description:

Course Goals: COMM 0003 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 four-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 and Quizzes	50%
Two oral presentations	10 %
Midterm	15%
Final Exam	20%
Professionalism, Participation, Homework	5%
TOTAL	100%

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

1. work effectively in a team environment
 2. write a simple paragraph or letter, using clear, accurate English
 3. summarize a short technical article
 4. give a short oral presentation on a technical subject
 5. describe a mechanism, using appropriate adjectives, adverbs, and prepositions
 6. describe a process using passive voice
 7. give formal definitions, using adjective clauses
 8. identify and demonstrate elements of technical English
 9. consistently demonstrate proper sentence structure
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Course Content Verification

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

Program Head/Chief Instructor

Date

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



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COM 0003

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

Instructor

Name: Melissa Swanink

Office Location: Burnaby SW3 4705

Office Phone: 451-6777 (9765)

Office Hours: By appointment

E-mail Address: melissa_swanink@bcit.ca

Learning Resources

You will NOT need to buy a textbook for this course; you'll 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 (black or blue ink only) or HB pencil
- liquid paper or other means of making corrections neatly
- a stapler

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.

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 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 any 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. 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
- Treat each other and your instructor with courtesy and consideration
- Contribute to the success of your course by participating actively in every class.

OUTLINE OF YOUR WORK FOR THIS COURSE	
(schedule is subject to change based on the instructor's perception of the needs of the class)	
Week(s)	Material Covered
1	Introductions: Learn about the course, your instructor, and the other students. Review structure of sentences and paragraphs. Review paragraphs and sentences. Introduction to technical writing Subject-verb agreement, verb tense review
2	Definitions Descriptions: Learn how to describe a mechanism. How to make oral presentations Adjective clauses, punctuation
3	Descriptions Oral presentation #1 word forms Articles
4	Midterm Writing a Letter of Interest Parallel structure
5	Summaries: Learn about paragraphs, main ideas, and relevant details. Write paragraphs and a summary of a technical article Gerunds and infinitives Modifier problems
6	Teaching somebody how to do something or explaining how something works Active/passive voice Pronoun problems Combining sentences Oral presentation #2
7	Review Final Exam: Sunday, Oct. 22