

BCIT COMMUNICATION DEPARTMENT

**COURSE OUTLINE
COMM 003**

**COMPREHENSIVE READING, WRITING,
AND LEARNING SKILLS**

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BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME	Comprehensive Reading, Writing, & Learning Skills			
COURSE NUMBER	Comm 003	DATE	Jan.11 - Mar.17, 1993	
TAUGHT TO	Pre-entry			
PREPARED BY	Dale Fitzpatrick, Pre-Entry Coordinator			
DEPARTMENT	Communication			
TERM	Spring/93	HRS/WK	8	CREDITS N/A
NO. OF WEEKS	10	TOTAL HOURS	80	

INSTRUCTOR	Rudy Spence	OFFICE	SW3-3735
OFFICE HOURS	By appointment	PHONE	434-5734, local 5880

COURSE SUMMARY

COMM 003 consists of 20 four-hour classes -- two evenings a week for 10 weeks. The course focuses on developing reading, writing, speaking, and study skills required for technical and business communication, with particular emphasis on writing skills. Classes will include activities to improve these skills. You will be given principles and guidelines in each class, and then apply the principles in individual or group exercises.

Successful completion of this course will prepare you for technology and career programs.

NOTE:

If you are planning to enrol in a fulltime program at BCIT, you need to obtain a minimum of 65% in COMM 003. Some programs require a 70% (C), and others require a 75% (C+) in 003. Check with Admissions for more information about prerequisites.

COMM 003 Outline

EVALUATION

Assignments	50
Oral Presentation	5
Exercises & Quizzes	15
Midterm	10
Final	20

REQUIRED MATERIALS

- 3-ring binder
- pen (black or blue ink only)
- liquid paper or other means of making corrections neatly
- reference texts which will be announced during the term

REQUIRED TEXTS

Sentence Skills: A Workbook for Writers - Form C (4th Ed.) John Langan.
McGraw Hill: Toronto, 1991.

Effective Writing. Course Manual, Communication Department, BCIT.

Reading & Study Skills. Course Manual, Communication Department, BCIT.

An English-to-English dictionary.

ASSIGNMENTS

You will complete a minimum of 10 marked writing assignments in this course, in addition to other unmarked writing exercises and reading exercises. 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.

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.

PROFESSIONALISM

Attendance will be taken at each class and an absence will be excused only if it has been explained in advance to the instructor's satisfaction. You are also required to arrive on time for classes.

COURSE OBJECTIVES

WRITING SKILLS

Upon successful completion of this course, you will be able to:

1. identify basic grammatical parts of a sentence
2. write sentences that are clear, concise, and grammatically correct
3. identify and correct spelling errors
4. write effective summaries of reports and articles
5. organize paragraphs effectively
6. organize and develop your ideas effectively in written assignments
7. write routine letters and memos
8. edit and proofread written assignments.

READING AND LEARNING SKILLS

Upon successful completion of this course, you will be able to:

1. read textbooks, handouts, and articles with greater comprehension and retention
2. identify main ideas and important details in reading assignments and lectures
3. effectively use library facilities for research and study
4. take effective notes from written course materials
5. prepare successfully for exams
6. manage your time effectively
7. work well with others in group projects.

LISTENING AND SPEAKING SKILLS

Upon successful completion of this course, you will be able to:

1. plan, organize, and deliver an effective oral presentation
2. take effective notes from lectures.

The letters SS stand for Sentence Skills. The letters EW stand for Effective Writing. The letters RSS stand for Reading & Study Skills.

COURSE SCHEDULE COMMUNICATION 003	
Class 1	Diagnostic Testing: Grammar & Writing Skills
Class 2,3,4	<p>MECHANICS: Apostrophes - pp.158-166: SS</p> <p>WORD USE: ● Spelling Improvement pp.205-212: SS</p> <p>WRITING: ● The planning & writing process - EW ● Subjects and verbs pp.9-17: SS ● Standard English verbs - pp.49-57</p> <p>READING ● Reading assessment</p> <p>STUDY SKILLS: ● Working in groups</p>
Class 5,6	<p>WRITING SKILLS ● Irregular verbs - pp.58-66: SS ● Tense agreement - pp.77-80: SS ● Subject/verb agreement - pp.69-76:SS ● Fragments & run-ons - pp.18-48:SS</p> <p>READING: ● Finding the main idea</p> <p>STUDY SKILLS: ● Reading Course Material - RSS ● Working in groups</p>
Class 7,8,9	<p>MECHANICS: Commas - pp.178-189: SS</p> <p>WRITING: ● Sentence focus - EW ● Achieving emphasis - EW ● Sentence patterns - pp.378-387: SS ● Sentence combining - EW</p> <p>READING: ● Improving reading efficiency</p> <p>STUDY SKILLS: ● Learning from Lectures - RSS</p>

COURSE SCHEDULE

Class 10	MIDTERM (2 HOURS) WRITING: Sentence Combining
Class 11,12,13	WRITING: ● Sentence combining (cont'd) ● Words - EW and pp.238-248: SS ● Pronouns - pp.115-128: SS READING: ● Skimming/Scanning
Class 14,15	WRITING: ● Improving reader access - EW ● Misplaced & dangling modifiers - p.88-98:SS ● Parallel structure - pp.99-104: SS SPEAKING SKILLS: ● Planning your oral presentation STUDY SKILLS: ● Managing Your Time - RSS
Class 16,17	MECHANICS: Capital letters - pp.141-149: SS WRITING: ● Patterns of paragraph development - handouts ● Organizing and writing effective paragraphs EW + handouts ● Writing summaries STUDY SKILLS: ● Using library research facilities: library tour READING SKILLS: ● Reading from graphics

COURSE SCHEDULE	
Class 18	WRITING: <ul style="list-style-type: none"> • Adjectives & adverbs - pp.129-135: SS • Editing & proofreading ORAL PRESENTATIONS: Part One
Class 19	ORAL PRESENTATIONS: Part Two STUDY SKILLS: Preparing for & Writing Exams - RSS
Class 20	Final Exam

In addition to the above topics, other activities will be carried out in class, including:

- self-sustained silent writing of paragraphs, memos, and letters
- spelling exercises
- vocabulary building exercises
- skimming & scanning
- dictations
- reading comprehension exercises
- editing & proofreading exercises.