

BCIT COMMUNICATION DEPARTMENT

COMM 003

**COMPREHENSIVE READING, WRITING,
AND STUDY SKILLS**

INSTRUCTOR: RUDY SPENCE
OFFICE: SW3 3735

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April, 1993

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME	Comprehensive Reading, Writing, & Learning Skills		
COURSE NUMBER	Comm 003	DATE	April 14 - June 30, 1993
TAUGHT TO	Pre-entry		
DEPARTMENT	Communication		
TERM	Spring/93	HRS/WK	8
		CREDITS	N/A
NO. OF WEEKS	11	TOTAL HOURS	88

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

COURSE SUMMARY

COMM 003 consists of 22 four-hour classes -- two evenings a week for 11 weeks. This 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 promote 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: Spring, 1993

EVALUATION

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

REQUIRED MATERIALS

- 3-ring binder
- pen (black or blue ink only)

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.

ASSIGNMENT POLICY

1. You will complete a minimum of 10 marked writing assignments in this course, in addition to other unmarked writing exercises and reading exercises.
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. Assignments may be handwritten in black or blue ink or wordprocessed.
4. 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.
5. Unless you have obtained an extension, you will be assessed a late penalty of 10% per day for late assignments. Assignments submitted three working days after the due date will receive comments but no grade.

COMM 003 Course Outline: Spring, 1993

PROFESSIONALISM AND PARTICIPATION

- Submit all assignments on time or obtain an extension before the deadline.
- Attend all classes or explain the 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.

COURSE OBJECTIVES

WRITING SKILLS

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

1. write sentences that are clear, concise, and grammatically correct
2. identify and correct spelling errors
3. write effective summaries of reports and articles
4. organize paragraphs effectively
5. organize and develop your ideas effectively in written assignments
6. write routine letters and memos
7. 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. work effectively 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: SPRING, 1993 COMMUNICATION 003	
Class 1	Diagnostic Testing: Grammar & Writing Skills
Class 2	<ul style="list-style-type: none"> ● Introduction to the course, classmates, & instructor ● Purchasing texts <p>WRITING:</p> <ul style="list-style-type: none"> ● Writing a letter ● Identifying subjects and verbs pp.9-17: SS
Class 3,4,5	<p>MECHANICS:</p> <ul style="list-style-type: none"> ● Apostrophes - pp.158-166:SS <p>WORD USE:</p> <ul style="list-style-type: none"> ● Spelling Improvement - pp.205-212:SS <p>WRITING</p> <ul style="list-style-type: none"> ● The planning & writing process - Unit 1: EW ● Identifying subjects and verbs ● Tense agreement - pp.77-80: SS ● Subject/verb agreement - pp.69-76:SS <p>READING:</p> <ul style="list-style-type: none"> ● Reading & Comprehension Assessment ● Surveying Your Textbooks - Unit 1:RSS <p>STUDY SKILLS:</p> <ul style="list-style-type: none"> ● Working in groups
Class 6,7	<p>MECHANICS:</p> <ul style="list-style-type: none"> ● Commas - pp.178-189: SS <p>WRITING:</p> <ul style="list-style-type: none"> ● Fragments & run-ons - pp.18-48:SS ● Sentence focus - Unit 2: EW ● Achieving emphasis - Unit 2: EW <p>READING:</p> <ul style="list-style-type: none"> ● Strategies for active reading - handouts

**COURSE SCHEDULE: SPRING, 1993
COMM 003**

Class 8,9,10	<p>WRITING:</p> <ul style="list-style-type: none"> ● Sentence patterns - pp.378-387:SS ● Sentence combining - Unit 2: EW <p>READING:</p> <ul style="list-style-type: none"> ● Finding main ideas & supporting details - handouts <p>STUDY SKILLS</p> <ul style="list-style-type: none"> ● Taking Notes - Unit 2: RSS ● Using library research facilities: library tour
Class 11	MIDTERM EXAM (2 HOURS)
Class 12,13	<p>WRITING:</p> <ul style="list-style-type: none"> ● Sentence combining (cont'd) ● Words - Unit 3: EW ● Pronouns - pp.115-128: SS <p>SPEAKING SKILLS:</p> <ul style="list-style-type: none"> ● Planning your oral presentation <p>READING SKILLS:</p> <ul style="list-style-type: none"> ● Skimming & Scanning
Class 14,15	<p>WRITING:</p> <ul style="list-style-type: none"> ● Improving reader access - Unit 5: EW ● Misplaced & dangling modifiers - pgs.88-98:SS ● Parallel structure - pp.99-104: SS <p>STUDY SKILLS:</p> <ul style="list-style-type: none"> ● Managing Your Time - Unit 4: RSS <p>SPEAKING SKILLS</p> <ul style="list-style-type: none"> ● Impromptu oral presentations

**COURSE SCHEDULE: SPRING, 1993
COMM 003**

Class 16,17	<p>WRITING:</p> <ul style="list-style-type: none"> • Patterns of paragraph development - Unit 4: EW • Organizing and writing effective paragraphs - Unit 4: EW <p>MECHANICS:</p> <ul style="list-style-type: none"> • Capital letters - pp.141-149: SS <p>READING:</p> <ul style="list-style-type: none"> • Reading from graphics - handouts
Class 18	<p>WRITING:</p> <ul style="list-style-type: none"> • Writing summaries • Adjectives & adverbs - pp.129-135: SS
Class 19	<p>WRITING: Editing and proofreading exercises</p> <p>DELIVERING ORAL PRESENTATIONS: PART ONE</p>
Class 20	<p>STUDY SKILLS:</p> <ul style="list-style-type: none"> • Preparing for & Writing Exams Unit 3: RSS <p>DELIVERING ORAL PRESENTATIONS: PART TWO</p>
Class 21	<p>FINAL EXAM</p>

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
- reading comprehension exercises
- editing & proofreading exercises.