



Course Outline

A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies
Professional English Language Development (PELD)

COMM 0004 Technical Communication Skills for Second Language Students

Start Date:	Sept. 10, 2007	End Date:	October 12, 2007
Total Hours:	84	Total Weeks:	5.1 5.2?
Hours/Week:	16	Lecture:	16
Term/Level:	200710	Course Credits:	0

Prerequisites

Course No.	Course Name
COMM 0003	Writing, Speaking, Listening, and Reading Skills for Technical Communication

or

COMM 0009	COMM 0009 Placement test (with placement at the COMM 0004 entry level)
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COMM 0004 is a Prerequisite for:

Course No.	Course Name
COMM 0005	Technical English And Learning Skills for Second Language Students

Course Description

Students will learn the writing, reading, speaking, and listening skills needed to carry out writing and speaking tasks in COMM 0005 and in trades courses. This course covers sentence and paragraph development, listening and reading comprehension, speaking, and grammatical skills.

Detailed Course Description

COMM 0004 consists of 21 four-hour classes. This course is designed to prepare students whose first language is not English, yet who have good writing and speaking skills for studying at BCIT. The course focuses on developing the listening, reading, writing, speaking, and study skills required for technical and business communication.

Evaluation

Assignments	45%
Portfolio	5%
Oral presentation	10%
Midterm Exam	15%
Final Exam	25%
TOTAL	100%

Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to

Writing Skills

- a) organize, draft, revise, and edit a variety of texts
- b) identify and correct major grammatical, structural, and lexical errors; demonstrate control over sentence structure errors in own writing
- c) use a wide range of sentence patterns appropriately in written tasks
- d) recognize and demonstrate an understanding of audience (e.g. needs, background knowledge) and purpose
- e) use appropriate vocabulary to express message clearly
- f) choose and apply knowledge appropriate paragraph organization when writing on a familiar, relevant, or previously researched subject.

Speaking skills

- a) ask questions to clarify instructions; respond to questions appropriately
- b) demonstrate the use of appropriate verbal and non-verbal communication skills (e.g. turn-taking, eye contact, body language)
- c) provide appropriate peer feedback
- d) participate effectively in a variety of classroom activities.

Reading skills

- a) read and understand a wide variety of written materials of moderate length
- b) read and analyze a wide range of texts to analyze sentence structure
- c) comprehend less familiar and /or technical terms using a range of decoding strategies and context clues
- d) adjust reading techniques according to the level of the material and the purpose of reading.

Listening skills

- a) understand discussions, instructions, and lectures at a normal rate of speech
- b) understand a variety of natural speech with a varied rate of delivery with some dependence on repetition.

Verification

I verify that the content of this course outline is current.

M. DeAtley
Authoring Instructor

Aug. 7/07
Date

I verify that this course outline has been reviewed.

N. Soham
Program Head/Chief Instructor

Sep. 2007
Date

I verify that this course outline complies with BCIT policy.

Patricia Jackville
Dean/Associate Dean

Sept/07
Date

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

Instructor

Office Location: NE 21-110 Office Phone: 451-6777+9641
Office Hours: By appointment E-mail Address: mdeatley@bcit.ca

Learning Resources

For this course, you will be provided with six learning modules which will be given to you in class.

Required:

- 3-hole lined 8-1/2 by 11" notepaper
- a pen (black or blue ink only) or HB pencil and eraser
- 2 write-on overhead transparencies
- 2 different colored water-soluble overhead transparency pens
- Recent edition of an English-to-English advanced learner's dictionary. For example, **COLLINS COBUILD ADVANCED LEARNER'S DICTIONARY** or the **OXFORD ADVANCED LEARNER'S DICTIONARY**.

Recommended:

The following grammar books are highly recommended and are available in the BCIT bookstore.

AZAR – Understanding and Using English Grammar **Chartbook**

AZAR – Understanding and Using English Grammar **Workbook**

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.

Accommodation: Any student who may require accommodation from BCIT because of a physical or mental disability should refer to BCIT's Policy on Accommodation for Students with Disabilities (Policy #4501), and contact BCIT's Disability Resource Centre (SW1-2300, 604-451-6963) at the earliest possible time. Requests for accommodation must be made to the Disability Resource Centre, and should not be made to a course instructor or Program area. Any student who needs special assistance in the event of a medical emergency or building evacuation (either because of a disability or for any other reason) should also promptly inform their course instructor(s) and the Disability Resource Centre of their personal circumstances.

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 by the due date.

All writing assignments must meet the following requirements:

1. Acceptable paper. Use lined 8-1/2 by 11" notepaper. Take-home assignments can be word-processed
2. Functional margins and double-spaced. Leave 1" margins on all sides of assignments to allow for marking. Write only on every second line to leave room for the instructor's comments. These rules apply to take-home assignments as well.
3. Proper identification. Write your name on the top right hand corner of each page.

Schedule

Week	Outcome/ Material Covered	Assignment	Due Date	Reference/ Reading
1	Introduction to the course Writing: Technical Communication Structure: Verbs Articles Subject-verb Agreement Punctuation	Paragraph writing		Module 1
2	Writing: Classification Structure: Active/Passive Fragments/ Run-ons/ Comma Splices Punctuation	Classification paragraph		Module 2
3	Writing: Cause and Effect Structure: Conditionals Modals Midterm Exam (3 hours) Bring your dictionary.	Cause and effect paragraph		Module 3
4	Writing: Process Description – Compare and Contrast Structure: Clause reduction Parallel Structure	Process Description paragraphs		Module 5
5	Writing: Interpreting Visual Data Structure: Review Oral presentation Final exam (3 hours) Bring your dictionary	Compare/ Contrast paragraphs		Module 3

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