



A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies
Program: Pre-entry Communication

COMMUNICATION 0004
Technical Communication for
Second-Language Students

Start Date:	September 5, 2007	End Date:	December 10, 2007
Total Hours:	120	Total Classes:	40
Hours/Class:	03	Total Weeks:	14.25
Prerequisites:	COMM 0004 is a Prerequisite for:		
COMM 0003	Writing, Speaking, Listening, and Reading Skills for Technical Communication	COMM 0005	Technical English and Learning Skills for Second-Language Students
COMM 0009	Communication Placement Test (placement at COMM 0004 entry level)		

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 grammar skills.

This COMM 0004 course consists of 40 three-hour classes. This course is designed to prepare students whose first language is not English, yet who have good writing and speaking skills for study at BCIT. This course develops reading, writing, speaking, and study skills required for technical and business communication, with heavy emphasis on writing skills.

Evaluation

Assignments	40%
Quizzes & Homework	10%
Oral Presentation	10%
Midterm Exam	15%
Final Exam	25%
TOTAL	100%

Instructor

Judit Gyenes	Office Location: NE21-110	Office Phone: 604-451-7044 mailbox: 9299
	Office Hrs.: By Appointment	E-mail Address: Judit_Gyenes@bcit.ca

Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

WRITE

- 1) Organize, draft, revise, and edit a variety of texts
- 2) Identify and correct major grammatical, structural and lexical errors; demonstrate control over sentence structure errors in your writing
- 3) Use a wide range of sentence patterns appropriately in written tasks
- 4) Recognize and demonstrate an understanding of audience (e.g. needs, background knowledge) and purpose
- 5) Use appropriate vocabulary to express a message clearly
- 6) Choose and apply appropriate paragraph organization

READ

- 1) Read and understand a wide variety of written materials of moderate length
- 2) Read a wide range of texts to analyze sentence structures
- 3) Comprehend less familiar and/or technical terms using a range of decoding strategies and context clues
- 4) Adjust reading techniques according to the level of the material and the purpose for reading

SPEAK

- 1) Ask questions to clarify instructions, and respond to questions appropriately
- 2) Demonstrate the use of appropriate of verbal and nonverbal communication skills (e.g., turn-taking, eye contact, body language)
- 3) Provide appropriate peer feedback
- 4) Participate effectively in a variety of classroom activities

LISTEN

- 1) Understand discussions, instructions, and lectures at a normal rate of speech
- 2) Understand a variety of natural speech at a varied rate of delivery with some dependence on repetition

Verification

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

Sydney Jodit
Authoring Instructor

Sept. 4, 2007
Date

I verify that this course outline has been reviewed.

N. Abraham
Program Head/Chief Instructor

September 4, 2007
Date

I verify that this course outline complies with BCIT policy.

Patricia Mackwell
Dean/Associate Dean

Sept. 4/07
Date

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

Learning Resources

For this course, you will be provided with six learning modules.

Required Books

You must bring an English–English dictionary to each class to improve your spelling, vocabulary, and comprehension. The following dictionaries are recommended. You must have one of these or a dictionary with the same features.

Oxford English Advanced Learner's Dictionary
Collins Cobuild 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 – work will be assigned from this book
Azar – Understanding and Using English Grammar: Chartbook
Azar – Understanding and Using English Grammar: Workbook

Required Materials

The following materials must be brought to each class:

- 8½ -by-11-inch loose-leaf refill paper (not pages torn out of a notebook)
- 3-ring binder(s) with dividers
- pencil and large eraser or pen and white-out

For your oral presentation, you will need cue cards, overhead transparencies, and overhead pens

Attendance Policy

Attendance will be taken at the beginning of each class. Absences will be excused only if a medical certificate is presented. As indicated in the BCIT calendar, students who are absent for more than 10% of the course (12 hours) may not be allowed to complete the course.

Assignment Details

You are required to complete all assigned work, give an oral presentation, and write the in-class assignments, tests, quizzes, midterm exam, and final exam. In-class assignments must be completed and handed in during the class in which they are given. All take-home assignments, including grammar exercises, must be completed by the beginning of the class on the due date.

If you miss an in-class assignment, it is your responsibility to speak with the instructor who will decide if you will be allowed to write the assignment. If you fail to speak to the instructor, you will receive a grade of zero for the assignment. You will not be allowed to write a missed assignment unless you have a medical certificate. An assignment received after other students' marked assignments have been returned will receive comments but no grade.

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 Policy: 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 the current Full-time Calendar for more information about this policy.

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 Center 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.

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 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 Re-assessment and Appeal Policy and Freedom of Information Policy are outlined in the current Full-time Calendar. Check with the Pre-Entry program head if you have any questions about the policies.

Schedule

WEEK	MATERIALS COVERED	REFERENCE	ASSIGNMENTS
1, 2, 3	Introductions Course Outline Module 1: Introduction to Technical Communication Paragraph Organization	Basic terms in grammar: Conjunctions, prepositions, & clauses Building Sentences Subject-Verb agreement Pronouns Eliminating errors Paragraph writing	Diagnostic Writing Writing Assignment # 1
4, 5	Module 2: Classification Oral: Notes & Introductions	Verb tenses Clause reduction Parallelism	Writing Assignment # 2 Listening Quiz #1
6, 7	Module 3: Cause and Effect	Reviewing language skills	Writing Assignment # 3
8	Problem/ Solution Suggestion & Recommendation Oral: Practice and Techniques	Gerunds & Infinitives	MIDTERM EXAM
9, 10	Module 4: Comparison	Block-by-block and point-by- point formats Prewriting strategies for comparisons Adjectives	Writing Assignment # 4
11, 12	Module 5: Process Oral: Overheads	Sequence Clause Reduction For, During, & While Active / Passive Voice	Listening Quiz # 2 Writing Assignment # 5
13, 14	Module 6: Interpreting Visual Data Oral: Practice & Techniques	Language of statistical data	Writing Assignment # 6 ORAL PRESENTATION
15	FINAL EXAM		FINAL EXAM

Topics may be added or the sequence may be changed in order to meet the needs of the class.

HOLIDAYS: Monday, October 8 (Week 6) and Monday, November 12 (Week 11)
MIDTERM EXAM -- Monday, October 22, 2007
FINAL EXAM -- Monday, December 10, 2007