



OCT 01 2004

Course Outline

A POLYTECHNIC INSTITUTION

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

COMM 0004 CRN 67065
**Technical Communication for Second
Language Students**

Start Date: September 12, 2004**End Date:** October 15, 2004**Total Hours:** 84 **Total Weeks:** 5**Term/Level:** 200430 **Course Credits:****Hours/Week:** 16 **Lecture:** **Lab:****Shop:** **Seminar:** **Other:****Prerequisites:****Comm 0004 is a Prerequisite for:**

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

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

COMM 0009	Communication Placement Test (placement at the COMM 0004 entry level)
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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 & 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 study at BCIT. The course focuses on developing the listening, reading, writing, speaking, and study skills required for technical and business communication.

Evaluation

Comments:

Assignments (listening assignments - 10%)	50%
Speaking (presentation & expression/participation)	10%
Mid-Term Exam	15%
Final Exam	25%
TOTAL	100%

Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

WRITE

- 1) Organize, draft, revise, and edit a variety of text
- 2) Identify and correct major grammatical, structural and lexical errors; demonstrate control over sentence structure errors in own 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 message clearly
- 6) Choose and apply appropriate paragraph organization when writing on a familiar, relevant or previously researched subject.

READ

- 1) Read and understand a wide variety of written materials of moderate length
- 2) Read and analyze a wide range of writing to analyze sentence structure
- 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 of reading

SPEAK

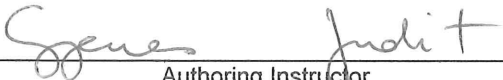
- 1) Ask questions to clarify instructions; respond to questions appropriately
- 2) Demonstrate the use of appropriate verbal and nonverbal communication skills (e.g., turn-taking, eye contact, body language)
- 3) Provide appropriate peer feedback
- 4) Participate effectively in a variety of classroom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

LISTEN

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

Verification

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


Authoring Instructor

Sept 10, 2004
Date

I verify that this course outline has been reviewed.


Program Head/Chief Instructor

Sep 10, 04
Date

I verify that this course outline complies with BCIT policy.


Dean/Associate Dean

Sep 10, 04
Date

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

Instructor(s)

Judit Gyenes Office Location: SE 41 R:110 Office Phone: 604-451-7044 box 9299
Office Hrs.: by appointment E-mail Address: Judit_Gyenes@bcit.ca

Learning Resources

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

- Introduction to technical communication
- Classification
- Cause and effect
- Comparison
- Process
- Interpreting visual data

Required:

You will need recent edition of an English to English advanced learner's dictionary. Both the COLLINS COBUILD ADVANCED LEARNER'S DICTIONARY and the OXFORD ADVANCED LEARNER'S DICTIONARY are acceptable.

You are required to have access to the Internet. You can use BCIT's computer lab in the library on the Burnaby Campus.

Recommended:

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

- AZAR - UNDERSTANDING & USING ENGLISH GRAMMAR **CHARTBOOK**
- AZAR - UNDERSTANDING & 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.

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.

Assignment Details

You are required to complete all 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.
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.

Schedule

Week of/ Number	Outcome/Material Covered	Reference	Assignment
1	Technical/Business writing	-types of sentences -eliminating errors - paragraph writing	#1 paragraph
2	Classification Cause Effect	-classification language -outlining paragraphs -analyzing reasons -describing results	#2 paragraph #3 listening
3	Cause and Effect cont. MIDTERM EXAM: Sept. 29 Comparison	-reviewing language skills -block-by-block and point-by-point formats -prewriting strategies for comparisons - adjectives	#4 paragraph exam
4	Comparison cont. Process description	-sequence -explaining procedure	#5 paragraph #6 paragraph
5	Preparing for Oral presentations Interpreting visual data Oral Presentations Oct. 14 FINAL EXAM: Oct. 15	-language of statistical data	#7 listening presentation exam