



A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies

Program: Pre-Entry Communication

Course Number: **COMM 0004**Course Name: **Technical Communication Skills for  
Second Language Students**

Start Date: April 5, 2004

End Date: May 6, 2004

Total Hours: 84

Total Weeks: 5

Term/Level: 200420

Course Credits: 0

Hours/Week: 16    Lecture: 16    Lab: 0

Shop: 0    Seminar: 0    Other: 0

**Prerequisites:**

Course No.    Course Name

COMM 0009    Communication Placement

or

COMM 0003    Writing, Speaking, Listening and Reading  
Skills for Technical Communication**COMM 0004 is a Prerequisite for:**

Course No.    Course Name

COMM 0005    Technical English and Learning Skills  
for Second Language Students**■ Course Description**

This course prepares students whose English language skills need upgrading to enroll in COMM 0005. It will focus on paragraph writing for technical communication. Students will also prepare and interpret graphics and make oral presentations.

**■ Detailed Course Description**

COMM 0004 is designed to help students who wish to pursue careers in trades and technology develop a solid foundation of technical writing and speaking skills. COMM 0004 consists of **21 four-hour classes**. Successful completion of this course will give you the speaking, writing and analytical skills required to succeed in COMM 0005.

**■ Evaluation**

<b>Written Assignments (5)</b>	<b>25%</b>
In-class Assignments	
<b>Rewritten Assignments</b>	<b>5%</b>
Corrections of Written Assignments	
<b>Quizzes</b>	<b>20%</b>
Reading (4)	10%
Listening (4)	10%
<b>Oral Presentation</b>	<b>5%</b>
5 Minute Presentation	
<b>Class Participation</b>	<b>5%</b>
Use of English in class	
Participation in group work	
<b>Midterm Exam</b>	<b>15%</b>
<b>Final Exam</b>	<b>25%</b>
<b>TOTAL</b>	<b>100%</b>

## ■ Course Learning Outcomes/Competencies:

When you have successfully completed this course, you should be able to:

### WRITING Skills

- 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 own reading
- 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.

### READING Skills

- 1) Read and understand a wide variety of written materials of moderate length
- 2) Read and analyze 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

### SPEAKING Skills

- 1) Ask questions to clarify instructions; 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

### LISTENING Skills

- 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.

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Instructor

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Date

I verify that this course outline has been reviewed.

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Program Head

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Date

I verify that this course outline complies with BCIT policy.

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Dean/Associate Dean

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Date

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

## ■ Instructor(s)

Andrea Simmonds

**Office** SE 41-110  
**Location:**  
**Office**  
**Hours:**

**Office** 604-451-7044 (9805)  
**Phone:**  
**E-mail** asimmonds2@my.bcit.ca  
**Address:**

## ■ Learning Resources

### Required:

An English-to English dictionary

A recent edition of either:

OXFORD ADVANCED LEARNER'S DICTIONARY or

COLLINS COBUILD ADVANCED LEARNER'S DICTIONARY or

Any English to English advanced learner's dictionary (book format)

For your hand-written assignments, you'll need

- 3-hole lined 8-1/2 by 11" notepaper
- a pen (black or blue ink only) or HB pencil
- liquid paper or other means of making corrections neatly

For your oral presentations, you'll need

- 2 write-on overhead transparencies
- 2 different-coloured water-soluble (washable) overhead transparency pens

### Recommended:

*Understanding and Using English Grammar (with answer key)* by Betty Azar

*Understanding and Using English Grammar Chartbook* by Betty Azar

## ■ Information for Students

**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 may be 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.

**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.

## ■ Information for Students (continued)

**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.

## ■ Assignment Details

- You are required to complete a minimum of 5 marked writing assignments in this course in addition to other exercises, both marked and unmarked.
- 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 as required by the course schedule.
- Unless you have obtained an extension, you will be assessed a late penalty of 10% per day for late assignments. Assignments received after other students' marked assignments have been returned will receive comments but no grade.

### **All writing assignments must meet the following requirements:**

- Use lined 8-1/2 by 11" notepaper. Please start writing on the side of the page that has holes on the **left**.
- 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.
- Assignments may be handwritten in black or blue ink or word-processed.
- Write your name and course number on the top right hand corner of each page.

### Course Schedule

	Date	Class Material	Assignments	Tests
<i>Week 1</i>	Monday, April 5	Module 1 Introduction to Technical Communication		Diagnostic Test
	Tuesday, April 6		Pre-Assignment	
	Wednesday, April 7			Listening Quiz 1
	Thursday, April 8		In-class Assignment 1	
<i>Week 2</i>	Monday, April 12	<b>Easter Monday No Class</b>		
	Tuesday, April 13	Module 2 Classification		Reading Quiz 1
	Wednesday, April 14			
	Thursday, April 15		In-class Assignment 2	
	Friday, April 16	Module 3 Cause and Effect		Listening Quiz 2
<i>Week 3</i>	Monday, April 19			Reading Quiz 2
	Tuesday, April 20		In-class Assignment 3	
	Wednesday, April 21			
	Thursday, April 22	<b>Midterm Exam</b>		
<i>Week 4</i>	Monday, April 26	Module 4 Process Description	Oral Presentations	Listening Quiz 3
	Tuesday, April 27		Oral Presentations	Reading Quiz 3
	Wednesday, April 28		Oral Presentations	
	Thursday, April 29	Module 5 Comparison and Contrast	In-class Assignment 4	
	Friday, April 30		Oral Presentations	Listening Quiz 4
<i>Week 5</i>	Monday, May 3	Module 6 Interpreting Visual Data		Reading Quiz 4
	Tuesday, May 4		In-class Assignment 5	
	Wednesday, May 5			
	Thursday, May 6	<b>Final Exam</b>		