



A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies

Program: Pre-entry Communication

Option: n/a

COMM 0004
Technical Communication Skills
for Second Language Students

Start Date: April 5, 2003**End Date:** May 11, 2003**Total Hours:** 84 **Total Weeks:** 6**Term/Level:** Spring 2003**Course Credits:** 0**Hours/Week:** 14 **Lecture:** n/a**Shop:** n/a**Seminar:** n/a **Other:** n/a**Prerequisites**

Course No.	Course Name
COMM 0003 or COMM0009 Placement	Writing, Speaking, Listening, Reading Skills for Technical Comm. for 2 nd Lang. Students

COMM 0004 is a Prerequisite for:

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

■ Course Description

Prepares students whose language skills need upgrading equivalent to English 11. Focuses on paragraph writing for technical communication. Students also prepare and make oral presentations. A grade of 65% meets the prerequisite for COMM 0005/COMM 0008/COMM 0007.

■ Evaluation

Writing Assignments	45%
Midterm Exam	15%
Oral Presentation	10%
Prof. Participation/Oral	5%
Final Exam	25%
TOTAL	100%

■ Course Learning Outcomes/Competencies

Upon successful completion, the student will 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.

_____	_____
Authoring Instructor	Date

I verify that this course outline has been reviewed.

_____	_____
Program Head/Chief Instructor	Date

I verify that this course outline complies with BCIT policy.

_____	_____
Dean/Associate Dean	Date

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

■ Instructor(s)

Lynda Hadley	Office Location: SE41-110 BBY	Office Phone: 604 451-7044 [9184]
	Office Hrs.: By appt.	E-mail Address: lhadley@bcit.ca

■ Learning Resources

Required:

The purchase of text books will not be required this term. All in-class study materials will be photocopied and provided by the instructor.

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
- ☐ 2 different colored water-soluble (washable) overhead transparency pens.

Recommended:

You'll want to have a good English-to- English dictionary. I strongly recommend you bring your English dictionary to each class if you want to improve your spelling, vocabulary, and comprehension.

■ Information for Students

Assignments: You are required to complete all graded assignments for this course as well as write a midterm and final exam.

In-class assignments must be completed and handed in during the class in which they are given. If you miss an in-class assignment, it is your responsibility to arrange with the instructor to write it at another time under the instructor's supervision. If you fail to do so, you will receive a grade of 0% for the assignment.

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.

SCHEDULE

Week	Outcome/ Material Covered	Reference/ Reading	Assignment
Week 1	Introduction to Course Getting to Know Each Other Technical Style	Module 1: Introduction to Technical Communication Course Handouts	Assignment #1
Week 2	Technical Style Purpose/Language of Classification	Module 2: Classification Course Handouts	Assignment #2
Week 3	Using language of comparison Making effective comparisons Practicing comparison writing	Module 5: Comparison & Contrast Course Handouts	Assignment #3 MID TERM EXAM
Week 4	Reviewing oral presentations Describing a Process	Course Handouts Module 3: Process Description	Assignment #4
Week 5	How Cause & Effect Language is Used in Technical Writing Oral Presentations	Module 4: Cause & Effect Course Handouts	Assignment #5
Week 6	Charts, Diagrams, Graphs Writing Cause & Effect Paragraphs Using Graphics Interpreting Visual Data	Module 4: Cause & Effect Module 6: Interpreting Visual Data Course Handouts	Assignment #6 FINAL EXAM