



MAY 29 2003

Course Outline

A POLYTECHNIC INSTITUTION

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

COMM 0004 CRN 53560
Technical Communication for Second
Language Students

Start Date: May 12, 2003**End Date:** Aug. 15, 2003**Total Hours:** 120 **Total Weeks:** 14**Term/Level:** 200320 **Course Credits:****Hours/Week:** 9 **Lecture:** **Lab:****Shop:** **Seminar:** **Other:****Prerequisites:****Course No. Course Name**

COMM 0003 Writing, Speaking, Listening, and
Reading Skills for Technical
Communication for Second Language
Students

COMM 0009 Communication Placement Test
(placement at the COMM 0004 entry
level)

Comm 0004 is a Prerequisite for:**Course No. Course Name**

COMM 0005 Technical English and Learning Skills for
Second Language Students

■ Course Description (required)

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 (optional)

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	50%
Oral presentation/Speaking	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

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)

John Keith Office Location: SE 41 110 Office Phone: 604.451.7044 box 9376
Office Hrs.: by appointment E-mail Address: John_Keith@bcit.ca

■ Learning Resources

For this course, you will be provided, at no cost to you, with six draft learning modules.

Module 1 – Introduction to Technical Communication

Module 2 – Classification

Module 3 – Cause and Effect

Module 4 – Comparison

Module 5 – Process Description

Module 6 – Interpreting Visual Data

Required:

You must have either the **Oxford Advanced Learner's Dictionary** or **Collins Cobuild English Dictionary**; both are available at our bookstore. You should bring your dictionary to each class in order to improve your spelling, vocabulary, and comprehension.

■ 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.

■ 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.

Professionalism and Participation: BCIT prides itself on the professionalism of its students, who are welcome in any workplace because of their proven ability to show up and do the job in a way that earns the respect of their coworkers and supervisors.

To meet workplace standards, you'll have to

- arrive on time, attend all classes, or explain an absence the same way you would have to excuse yourself for not being able to come in to work
- treat each other and your instructor with courtesy and consideration
- contribute to the success of your course by participating actively in every class
- submit all assignments on time, or obtain extensions before deadlines.

Class	Outcome/Material Covered	Assignment
1-3	Introductions: Learn about the course, your instructor, and the other students. Review verb tenses, subject/verb agreement, and the structure of sentences and paragraphs. Module One: Introduction to Technical Communication.	
4-10	Module Two: Classification: Classification trees and paragraphs; the language and vocabulary of classification. Review active and passive voice; articles.	Assignment #1
11-21	Module Four: Cause and Effect: Understanding cause and effect, learning its language, and writing cause and effect paragraphs. Review of conditional structures. Listening Practice; Midterm Review	Assignment #2 Assignment # 3 Assignment # 4 (Listening)
10 Wed. June 25th	MIDTERM EXAM	
11-13	Module Five: Comparison and Contrast Learning and practicing the language of comparison and contrast; writing comparison paragraphs. Review adjectives and adverbs; the passive voice.	Assignment #5
14-16	Module Three: Process Description: How Something is Done: Understanding and writing process description paragraphs. Review of clauses; reduction of clauses to participle phrases.	Assignment #6
17-19	Module Six: Interpreting Visual Data: Reading and understanding charts and graphs, and writing paragraphs interpreting them; learning the language of statistical description. Five minute oral presentation.	Assignment #7
20	Review of language structures learned	Assignment #8 (Listening)
21 Fri. Aug.15th	FINAL EXAM	