BCIT®

A POLYTECHNIC INSTITUTION

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

Course Outline

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

Start Date: May 17, 2003		**End Date:** June 22, 2003	
Total Hours: 84 **Total Weeks:** 6		**Term/Level:** 200320 **Course Credits:** 0	
Hours/Week: 16 **Lecture:** 16 **Lab:** 0		**Shop:** 0 **Seminar:** 0 **Other:** 0	

Prerequisites:		COMM 0004 is a Prerequisite for:	
Course No.	**Course Name**	**Course No.**	**Course Name**
COMM 0009	Communication Placement	COMM 0005	Technical English and Learning Skills for Second Language Students
or			
COMM 0003	Writing, Speaking, Listening and Reading Skills for Technical Communication		

■ **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**

Written Assignments (8)	**40%**
In-class Assignments	
Paragraph Writing (6)	30%
Take-home Assignments	
Reading Summary (2)	10%
Rewritten Assignments	**4%**
Corrections of Written Assignments	
Listening Assignments	**6%**
Dictation (3)	
Oral Presentation	**5%**
5 Minute Presentation	
Oral Expression	**5%**
Includes Group Participation and Language Use	
Midterm Exam	**15%**
Final Exam	**25%**
TOTAL	**100%**

■**Course Learning Outcomes/Competencies:** When you have successfully completed this course, you should be able to:

Writing Skills
1. Organize and develop your ideas effectively in written assignments
2. Show relationships between ideas using conjunctions, transitions, and grammatical structures
3. Write documents that use a variety of sentence patterns and appropriate vocabulary
4. Write documents that summarize a variety of materials
5. Demonstrate improvement in written work

Reading and Learning Skills
1. Read textbooks, handouts, articles, and graphics with greater comprehension and retention
2. Identify main ideas and important details in reading assignments
3. Understand reading assignments using contextual clues
4. Identify and understand data presented in graphic form
5. Take effective notes from written course materials and listening exercises

Listening and Speaking Skills
1. Plan, organize, and deliver an effective oral presentation.
2. Improve the grammatical correctness of your speech.
3. Improve your cross-cultural communication

■ **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)**

Andrea Simmonds

Office Location: SE 41-110
Office Hours: by appointment

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

■ **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 colored water-soluble (washable) overhead transparency pens

■ **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.

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 8 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
Week 1	Saturday, May 17	Module 1 Introduction to Technical Communication	Pre-Assignment	
	Sunday, May 18		In-class Assignment 1	
Week 2	Saturday, May 24	Module 2 Classification	Listening Assignment 1	
	Sunday, May 25	Module 4 Cause and Effect	In-class Assignment 2	
Week 3	Saturday, May 31		*Reading Summary 1 In-class Assignment 3	
	Sunday, June 1	Midterm Review		Midterm Exam
Week 4	Saturday, June 7	Module 3 Process Description	Listening Assignment 2	
	Sunday, June 8		In-class Assignment 4 Oral Presentations	
Week 5	Saturday, June 14	Module 5 Comparison and Contrast	*Reading Summary 2	
	Sunday, June 15		In-class Assignment 5	
Week 6	Saturday, June 21	Module 6 Interpreting Visual Data	Listening Assignment 3 In-class Assignment 6	
	Sunday, June 22	Final Exam Review		Final Exam

*Refers to a take-home assignment