



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Operating Unit: Academic Studies

Program: Pre-Entry Communication

Course Outline

COMM 0004

Technical Communication for 2nd Language Students

Start Date: Jan 5, 2002

End Date: April 6, 2002

Course Credits: N/A

Term/Level: PreEntry

Total Hours: 84

CRN: 44697

Total Weeks: 14

Hours/Week: 6

Prerequisites: COMM 0003 or Placement Test
Students in COMM 0004 must be at an advanced level of English.

Course 0004 is a Prerequisite for: 0005
You will need to obtain a minimum grade of 65% in COMM 0004 to enter COMM 0005.

Course Calendar 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.

Course Goals: COMM 0004 consists of 14 six-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

Assignments	40%
Oral presentation/ in-class expression	10%
Midterm Exam	20%
Final Exam	30%
TOTAL	100%

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

WRITING

- 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

- 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

- 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

LISTENING

- 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

Course Content Verification

I verify that the content of this course outline is current, accurate, and complies with BCIT Policy.

Program Head/Chief Instructor

Date

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



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COMM 0004
Technical Communication for 2nd
Language Students

Instructor Information

Name: Autumn Winter **Office Location:** SW3 4705

Office Phone: 451-7044 **Office Hours:** by appointment

E-mail Address: aut@poetalk.com

Learning Resources

Provided:

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

Module 1 – Introduction to technical communication

Module 2 – Classification

Module 3 – Process description

Module 4 – Cause and effect

Module 5 - Comparison

Recommended: You'll want to have a good **English to English dictionary**. You may wish to bring your English dictionary to each class if you want to improve your spelling, vocabulary, and comprehension.

BCIT Policy Information for Students: As a BCIT student, you should familiarize yourself with the following BCIT policies and the procedures used in applying these policies:

Conduct and attendance Policy: BCIT is committed to creating and maintaining an environment that is conducive to learning. In doing so, students are expected to conduct themselves appropriately at all times, respecting other people's rights, property, environment, health and safety, and are held responsible for their own and collective actions. See page 2 of the 2001/2002 Full-time Calendar for more information about this policy.

Harassment and Discrimination Policy: BCIT and its management, together with the unions and the Student Association, are committed to providing an environment where the individual differences of all students and employees are valued and respected - an environment free from harassment and discrimination. See the 2000/2001 Full-time Calendar for more information about this policy.

I.D. Required in Examination Centres

Effective December 2000, in order to write exams, students will be required to produce photo-identification at examination centres. Photo I.D. must be placed on the desk before an exam will be issued to the student. The I.D. must remain in view on the desk while writing the exam, for inspection by invigilators. Students should bring a BCIT OneCard or alternatively two pieces of identification, one of which must be government photo I.D. such as a drivers license. Please see BCIT Policy #5300, Formal Invigilation Procedures.

This is not a complete list of all BCIT policies relating to students. Other policies, including Reassessment and Appeal Policy and Freedom of Information Policy are outlined in the 2000 Full-time Calendar. Check with the Pre-Entry program head if you have any questions about policies.

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. Please start writing on the side of the page that has holes on the left.

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

- Submit all assignments on time, or obtain extensions before deadlines
- 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.

OUTLINE OF YOUR WORK FOR THIS COURSE

(schedule is subject to change based on the instructor's perception of the needs of the class)

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1	Getting to Know Each Other	Introduction to the course Technical/Business writing	<ul style="list-style-type: none"> Sentence structure Sentences, phrases, and clauses
2-3	Getting to Know Technical Programs	EDITING LISTING Assignment # 1-2	<ul style="list-style-type: none"> Fragments/run-ons Listing structures Parallel structure
4	Getting to Know the Class Goals	CLASSIFICATION Assignment # 3	<ul style="list-style-type: none"> Classification language Passive and active voice
5-6	Stating goals and requirements to achieve them	CAUSE/ EFFECT ACTION/OUTCOME Assignment # 4	<ul style="list-style-type: none"> Language of Cause/Effect and Action/Outcome Main idea sentences
7 Sunday, Feb 10	MIDTERM EXAM		
8	Comparing educational options	COMPARING Assignment #5	<ul style="list-style-type: none"> Structuring comparison paragraphs
9 -10	Thinking about your own future education	COMPARING Assignments # 6	<ul style="list-style-type: none"> Comparative language
11-12	Giving Oral Presentations	DESCRIBING Assignment # 7	<ul style="list-style-type: none"> Language of Description
13	Reviewing What You've Learned in Comm 0004	Review of all language structures learned Assignment # 8	
14 Sunday, March 24	FINAL EXAM		