

## Course Outline

### BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

*School: Computing and Academic Studies*

*Department: Pre-Entry Communication*

### COMM 0004

*Technical Communication Skills  
for Second Language Students*

<b>Start Date:</b>	Jan. 7, 2002	<b>End Date:</b>	Mar. 22, 2002
<b>Course Credits:</b>	0	<b>Term/Level:</b>	ABP/BMS International
<b>Total Hours:</b>	99	<b>Total Weeks:</b>	11
<b>Hours/Week:</b>	09	<b>Classroom:</b>	Bldg. NE1 – Room 201

<b>Prerequisites:</b> COMM 0003 or Placement Test Students in COMM 0004 must be at an advanced level of English. In the first class of this course, you are given a placement test to determine eligibility.	<b>Course 0004 is a Prerequisite for: 0005</b> You will need to obtain a minimum grade of 65% in COMM 0004 to enter COMM 0005.
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**Course Calendar Description:** Prepares students whose English language skills need upgrading to enrol in COMM 0005. Focuses on paragraph writing for technical communication. Students prepare and interpret graphics; write classification, cause and effect, and comparison paragraphs; and make oral presentations. Articulated at Level III of English for Academic Purposes.

**Course Goals:** This COMM 0004 consists of 33 three-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 reading, writing, speaking, and study skills required for technical and business communication, with particular emphasis on writing skills.

### Components of Evaluation:

Writing Assignments	45%
Midterm Examination	15%
Oral Presentation	10%
Professional Participation	5%
Final Examination	25%
<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

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



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY  
Operating Unit: Academic Studies  
Program: Pre-Entry Communication

COMM 0004  
Introduction to BCIT for EAL Students

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### Instructor Information:

**Name:** Dennis S. Hurd

**Office Location:** SW2 – 406

**Contact Cell Phone:** 604-618-7172

**Office Hours:** By appointment only

**E-mail Address:** dhurd\_bcit@hotmail.com

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### Learning Resources:

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 write – on overhead transparencies
- 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.

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### 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 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 Full-time Calendar for more information about this policy.

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### **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 current, Full-time Calendar. Check with the Pre-Entry program head if you have any questions about policies.

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### **Assignment Details:**

You are required to complete all 11 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.
  - 3. Proper Identification.** Write your name and course number on the top of each page.
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## 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.
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## Teaching Methods:

We will be using teaching methods which have proven most effective for teaching students at BCIT:

- 1) **Teamwork:** Just as in all courses at BCIT, you will be working in small groups. This will allow you to develop the interpersonal skills you need to succeed at BCIT and in the workplace. You will also learn more in groups as you teach and support each other.
  - 2) **Peer-editing:** We will spend parts of each class editing student writing. As well, you'll work with one or two partners to locate and correct errors in each other's work.
  - 3) **Explaining in your own words:** You'll be reading from textbooks, case studies, and handouts and then putting ideas into your own words. You will know you have gained knowledge and language skills when you are able to explain the ideas clearly for your team members and to your instructors.
  - 4) **Pre-writing strategies:** You will learn how to express ideas in graphics (tables, and classification trees). These graphics may be used to help you to understand ideas and present them more clearly.
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## BCIT Attendance Policy:

Students who are absent for any reason, other than substantial illness, for more than 10% (more than 3 classes) of the time prescribed for the course, may not be allowed to complete the course (see Full-time calendar).

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## Course Schedule:

The schedule of assignments and tests will be attached to this outline.

# COMM 0004 INTERNATIONAL SCHEDULE

WEEK	TOPIC	WRITING	STRUCTURES
<b>1</b>			
Jan. 7, 9, 11	Introduction to the Course. Getting to Know Each Other.	<b>ASSIGNMENT #1</b> WRITING A PERSONAL DESCRIPTION	<i>Types of Sentences, Eliminating Errors, Types of Fragments</i>
<b>2</b>			
Jan. 14, 16, 18	Getting to Know Students in Technical & Business Programs. Intro to the purposes of Classification.	<b>ASSIGNMENT #2</b> USING A CLASSIFICATION TREE	<i>Writing Paragraphs, Supporting Details, Main Idea Sentences. Prepositions, Subject/Verb Agreement.</i>
<b>3</b>			
Jan. 21, 23, 25	Classifying Programs at BCIT. Practice using the Language of Classification.	<b>ASSIGNMENT #3</b> CLASSIFYING NEEDS OF BUSINESSES	<i>Outlining Paragraphs, Using the Language of Classification effectively.</i>
<b>4</b>			
Jan. 28, 30, Feb 1	Making Effective Comparisons.	<b>ASSIGNMENT #4</b> COMPARING PAST EDUCATIONAL EXPERIENCES	<i>Side-by-Side Comparison format.</i>
<b>5</b>			
Feb. 4, 6, 8	Learning How to Write Descriptions of a Technical Nature.	<b>ASSIGNMENT #5</b> DESCRIBING AND COMPARING TWO LOCATIONS	<i>Sequence and Use of Adjectives in Technical Writing.</i>
<b>6</b>			
Feb. 11, 13, 15	<b>Wednesday: Mid-Term Exam.</b> Completion of work on Comparison & Classification	<b>ASSIGNMENT #6</b> COMPARING WORK- RELATED ITEM (POINT- BY-POINT)	<i>Testing. Making a Point Through The Use of Additional Details.</i>

## COMM 0004 INTERNATIONAL SCHEDULE

WEEK	TOPIC	WRITING	STRUCTURES
<b>7</b>			
Feb. 18, 20, 22	Process Description. Giving Step-By-Step Instructions on Paper.	<b>ASSIGNMENT #7</b> WRITING CLEAR INSTRUCTIONS	<i>Introduction to the Language of Sequencing</i>
<b>8</b>			
Feb. 25, 27, Mar. 1	Writing About What Others Have Suggested.	<b>ASSIGNMENT #8</b> WRITING REPORTED SPEECH	<i>Direct / Reported Questions and Statements. Passive / Active Voice.</i>
<b>9</b>			
Mar. 4, 6, 8	How Cause and Effect Language is used in Technical Writing.	<b>ASSIGNMENT #9</b> USING CAUSE AND EFFECT	<i>Writing Cause &amp; Effect Structures</i>
<b>10</b>			
Mar. 11, 13, 15	Oral Presentations Continue of Topic of Cause & Effect	<b>COMPLETION OF</b> ROUGH DRAFT FOR THE FINAL INTERNET WRITING	<i>Expressing Broader Information and Justifying.</i>
<b>11</b>			
Mar. 18, 20, 22	Summary of Course Goals. Revision for Exam. <b>Final Exam on Mar. 22</b>	<b>ASSIGNMENT #10</b> CHOOSING A PRE-WRITING STRATEGY (MUST BE RECEIVED MONDAY)	<b><i>Getting Ready for COMM 0005. Overview of Technical Writing.</i></b>