



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School: Computing and Academic Studies

Department: Communication

Program: Pre-entry

## Course Outline

**COMM 0004**

Technical Communication for  
Second-Language Students

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<b>Start Date:</b>	Feb. 16, 2002	<b>End Date:</b>	Mar. 24, 2002
<b>Course Credits:</b>	N/A	<b>Term/Level:</b>	Pre-entry
<b>Total Hours:</b>	84	<b>CRN:</b>	46861
<b>Total Weeks:</b>	6		
<b>Hours/Week:</b>	14		

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### 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.

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**Course Calendar Description:** This course prepares students whose English language skills need upgrading to enrol in COMM 0005. It focuses on paragraph writing for technical communication. Students will prepare and interpret graphics; write classification, cause-and-effect, and comparison paragraphs; and make oral presentations. The course is articulated at Level III of English for Academic Purposes.

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**Course Goals:** COMM 0004 consists of 12 seven-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.

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### Evaluation

Assignments	50%
Oral presentation	5%
Midterm Exam	15%
Final Exam	30%
<b>TOTAL</b>	<b>100%</b>

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**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 your 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 your message clearly
- 6) Choose and apply appropriate paragraph organization

**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 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**

- 1) Understand discussions, instructions, and lectures at a normal rate of speech
- 2) Understand a variety of natural speech at 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

Should changes be required to the content of this course outline, every attempt will be made to give students reasonable notice.

## Instructor Information

**Name:** Maralyn Otte  
**Phone:** 604-451-7044, ext. 6883

**Office:** SW3-4075  
**Office Hours:** By appointment

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## Learning Resources

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

Module 1 – Introduction to Technical Communication  
Module 2 – Classification  
Module 3 – Process Description  
Module 4 – Cause and Effect  
Module 5 – Comparison and Contrast  
Module 6 – Interpreting Visual Data

**Required Books:** You must bring an English–English dictionary to each class to improve your spelling, vocabulary, and comprehension. The following dictionaries are recommended. You must have one of these or a dictionary with the same features.

*Oxford English Advanced Learner's Dictionary*  
*Collins Cobuild English Dictionary*

**Required Materials:** The following materials must be brought to each class:

- 8 1/2-by-11-inch loose-leaf refill paper (not pages torn out of a notebook)
- 3-ring binder with two dividers
- pencil and large eraser or pen and white-out

For your oral presentation, you will need cue cards, overhead transparencies, and overhead pens.

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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 Policy:** 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 the current 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.

This is not a complete list of all BCIT policies relating to students. Other policies, including Re-assessment 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 the 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.

You will complete 5 graded writing assignments in this course, in addition to other ungraded writing assignments, reading exercises, and quizzes.

You are required to rewrite assignments. The rewrite will not result in a raised grade for the assignment. If the rewrite is not completed by the given due date, you will receive zero for the assignment.

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.

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**Attendance Policy:** Attendance will be taken at the beginning of each class. Absences will be excused only if a medical certificate is presented. As indicated in the BCIT calendar, students who are absent for more than 10% of the course (8.5 hours) may not be allowed to complete the course.

Students who arrive after the attendance is taken or leave the class early will be considered absent for the nearest number of hours that they have missed. Students who do not come to class with the required books and materials will also be marked absent.

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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
- Bring required texts and materials to every class
- Treat each other and your instructor with courtesy and consideration
- Contribute to the success of your course by participating actively in every class.

## COURSE TOPICS

WRITING SKILLS	GRAMMAR & MECHANICS
Business & Technical Writing Technical Writing Style Planning Process Sentence Structure Oral Presentation Skills Paragraph Structure Paragraph Organization Description Classification Process Description Cause and Effect Comparison and Contrast Graphics Reading and Study Skills	Count / Non-Count Nouns Articles Basic Terms in Grammar Identifying Subject & Verb Kinds of Clauses Sentence-Combining Gerunds & Infinitives Prepositions & Prep. Phrases Subject-Verb Agreement Fragments, Comma Splices, & Run-on Sentence Errors Verb Tenses Modals Misplaced & Dangling Modifiers Parallelism Punctuation
MIDTERM EXAM – Sunday, March 10	
FINAL EXAM – Sunday, March 24	

Topics may be added or the sequence may be changed in order to meet the needs of the class.

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