



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COMM 0004 Course Outline

Instructor: Lynda Hadley

Dates: May 6 - August 9, 2002

Times: 8:30 - 11:30 am

Days: Mon/Thu/Fri

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*

Start Date:	May 6, 2002	End Date:	Aug 9, 2002
Course Credits:	0	Term/Level:	ABP/BMS International
Total Hours:	117	Total Weeks:	14
Hours/Week:	09	Classroom:	Bldg. NE1 – Room 406

Prerequisites: 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.	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: 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 39 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%
TOTAL	100%

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

Instructor Information:

Name:	Lynda Hadley	Office Location:	SW3 4075
Contact Phone:	604-471-5044 [local 4235]	Office Hours:	By appointment only
E-mail Address:	lhadley@netrover.com		

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 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.

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.

I.D. Required in Examination Centres:

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.

Assignment Details:

You are required to complete all **12 graded assignments** 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. Your final mark for assignments [45% of total course mark] will be based on 10 assignments [your highest assignment mark and your lowest assignment mark will not be counted].

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.

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.

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.

BCIT Attendance Policy:

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

Course Schedule:

The schedule of assignments and tests will be provided to you.

COMM 0004 INTERNATIONAL SCHEDULE

WEEK	TOPIC	WRITING	STRUCTURES
7			
June 17, 20, 21	Mid-Term Exam. [Thur] Giving Step by Step Instructions and Describing a Process Module: Process Description.		<i>Using Time & Reason Clauses. Language of Sequencing. Gaining Written Fluency. Passive / Active Voice.</i>
8			
June 24, 27, 28	Writing About What Others Have Suggested. Module: Process Description Module: Cause & Effect	ASSIGNMENT #7	<i>Direct / Reported Questions and Statements. Writing Cause & Effect Structures.</i>
9			
July 4, 5 July 1 is a holiday	How Cause and Effect Language is used in Technical Writing. Module: Cause & Effect	ASSIGNMENT #8	
10			
July 8, 11, 12	Oral Presentations Module: Cause & Effect Module: Interpreting Visual Data	ASSIGNMENT #9	
11			
July 15, 18, 19	Oral Presentations Module: Interpreting Visual Data	ASSIGNMENT #10	<i>Graphics Expressing Broader Information and Justifying..</i>

COMM 0004 INTERNATIONAL SCHEDULE

WEEK	TOPIC	WRITING	STRUCTURES
1			
May 6, 9, 10	Introduction to the Course. Getting to Know Each Other. Module: Introduction to Technical Communication	ASSIGNMENT #1	<i>Parts of Sentences Types of Sentences, Eliminating Errors, , Main Idea Sentences, Order in Paragraphs</i>
2			
May 13, 16, 17	Intro to the Purposes of Classification. Module: Classification	ASSIGNMENT #2	<i>Brainstorming Ideas. Using Prepositions, Subject/Verb Agreement.</i>
3			
May 23, 24 May 20 is a holiday	Practice using the Language of Classification. Module: Classification Module.	ASSIGNMENT #3	<i>Outlining Paragraphs, Using the Language of Classification effectively.</i>
4			
May 27, 30, 31	Using the language of comparison; making effective comparisons Module: Comparison and Contrast	ASSIGNMENT #4	<i>Side-by-Side /Point by Point Comparison format. Using adjectives in technical style.</i>
5			
June 3, 6, 7	Learning How to Write Descriptions of a Technical Nature. Module: Comparison and Contrast	ASSIGNMENT #5	<i>Sequence and Use of Adjectives in Technical Writing.</i>
6			
June 10, 13, 14	Reviewing Oral Presentations Summarizing	ASSIGNMENT #6	<i>Completion of work on Comparison and Classification</i>

COMM 0004 INTERNATIONAL SCHEDULE

WEEK	TOPIC	WRITING	STRUCTURES
12			
July 22, 25, 16	Charts, diagrams, graphs Module: Interpreting Visual Data	ASSIGNMENT #11	Analyzing charts, diagrams, graphs

13			
July 29, Aug. 1, 2		ASSIGNMENT #12	<i>Getting Ready for COMM 0005. Overview of Technical Writing</i>

14			
August 8, 9 August 5 is a holiday	Summary of Course Goals. Revision for Exam FINAL EXAM		