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:**	August 9, 2002
Course Credits:	0	**Term / Level:**	ABP/BMS International
Days and Times:	M/W/F - 8:30 to 11:30	**Total Hours:**	117
Hours/Week:	09	**Classroom:**	Bldg. NE1 – Room 201

Prerequisites: COMM 0003 or Placement Test	Course 0004 is a Prerequisite for: 0005
Students in COMM 0004 must be at an advanced level of English. The placement test was required.	You will need to obtain a minimum grade of 65% in COMM 0004 to enter COMM 0005.

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 heavy emphasis on writing skills.

Components of Evaluation:

Writing Assignments	45%
Midterm Examination	15%
Oral Presentation	10%
Professional Participation	5%
Final Examamination	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 non-verbal 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.

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KNOWLEDGE THAT WORKS

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY	**COMM 0004**
Operating Unit: Academic Studies	Introduction to BCIT for EAL Students
Program: Pre-Entry Communication	

Instructor Information:

Name: Dennis S. Hurd

Contact Cell Phone: 604-618-7172

E-mail Address: dhurd_bcit@hotmail.com

Office Location: SW2 – 406 (Term Change)

Office Hours: By Appointment Only

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.

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 conductive 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 and environment where the individual differences of al 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" X 11" notepaper. Please start writing on the side of the page with the holes to the left.

2) Functional Margins: Leave 1" margins on all sides of the assignment to allow for marking.

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 spent 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 (4 classes), may not be allowed to complete the course.

Course Schedule:

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

BCIT COMM 0004 SCHEDULE - SUMMER 2002

WEEK	TOPIC	WRITING	EMPHASIS
1			
May 6, 8, 10	Introduction to the Course. Getting to Know Each Other. What's in a Resume? **Begin Module One.**	ASSIGNMENT #1 WRITING A PERSONAL DESCRIPTION	*Types of Sentences, Eliminating Errors, Types of Fragments, Main Idea Sentences, Order in Paragraphs*
2			
May 13, 15, 17	Intro to the Purposes of Classification. **Start the Classification Module.**	ASSIGNMENT #2 MAKING A CLASSIFICATION TREE: SURPRISING THINGS	*Brainstorming Ideas. Using Prepositions, Subject/Verb Agreement.*
3			
May 22, 24 **No Monday Class (Victoria Day)**	Classifying Programs at BCIT. Practice using the Language of Classification.	ASSIGNMENT #3 USING A CLASSIFICATION TREE: FEELING STRESS AT WORK	*Outlining Paragraphs, Using the Language of Classification effectively.*
4			
May 27, 29, 31	**Begin Module on Comparison & Contrast.** Comparing Typical BCIT Students. Making Effective Comparisons.	ASSIGNMENT #4 COMPARING EDUCATIONAL EXPERIENCES	*Side-by-Side Comparison format. Using Appropriate Pre-Writing Strategies for Comparisons.*
5			
June 3, 5, 7	Learning How to Write Descriptions of a Technical Nature.	ASSIGNMENT #5 DESCRIBING AND COMPARING TWO LOCATIONS	*Sequence and Use of Adjectives in Technical Writing.*
6			
June 10, 12, 14	Creating an Outline, Writing, and Evaluation Comparison Paragraphs	ASSIGNMENT #6 COMPARING WORK-RELATED ITEM (POINT-BY-POINT)	*Overview of Advanced Comparative Structures.*
7			
June 17, 19, 21	**Mid-Term Exam on Wednesday. Begin Module on Process Description on Friday.**	NO WRITING ASSIGNMENT THIS WEEK	*Mastery of Structures of Classification and Comparison. Checking for the Elimination of Errors.*

BCIT COMM 0004 SCHEDULE - SUMMER 2002

WEEK	TOPIC	WRITING	EMPHASIS
8			
June 24, 26, 28	Process Description. Giving Step-By-Step Instructions on Paper.	**ASSIGNMENT #7** WRITING A PROCESS DESCRIPTION FROM INSTRUCTIONS	*Using Time & Reason Clauses. Language of Sequencing. Gaining Written Fluency. Passive / Active Voice.*
9			
July 3, 5 **No Monday Class (Canada Day)**	Writing About What Others Have Suggested. **Begin Module on Cause & Effect**.	**ASSIGNMENT #8** CONSIDERING CAUSE & EFFECT WHEN WRITING	*Direct / Reported Questions and Statements. Writing Cause & Effect Structures.*
10			
July 8, 10, 12	How Cause and Effect Language is used in Technical Writing.	**ASSIGNMENT #9** WRITING A CASUAL CHAIN PARAGRAPH	*Practicing Cause and Effect Language. Using a Chain Diagram*
11			
July 15, 17, 19	**Begin the module entitled Interpreting Visual Data.** The Choice of Appropriate Graphic Depends on the Info.	**ASSIGNMENT #10** WRITING FROM AN EXAMPLE GRAPHIC	*Expressing Broader Information and Justifying.*
12			
July 22, 24, 26	Paying Particular Attention to the Details of Charts and Graphs.	**ASSIGNMENT #11** CHOOSING AND CREATING AN APPROPRIATE GRAPHIC	*Expressing Broader Information. Thinking Critically About the Readers' Requirements*
13			
July 29, 31 Aug 2	Beginning of Intensive Course Overview. **Individual Oral Presentations.**	**ASSIGNMENT #12** DEMONSTRATING COURSE SKILLS (WRITING FOR THE INTERNET)	*Getting Ready for COMM 0005. Overview of Technical Writing.*
14			
Aug 7, 9 **No Monday Class (BC Day)**	Summary of Course Goals. Revision for Exam. **Final Exam on Friday**	**NO WRITING ASSIGNMENT THIS WEEK**	*Review of Structures for Test Preparation*