BCIT

BRITISH COLUMBIA INSTITUTE OF
TECHNOLOGY

Operating Unit: Academic Studies
Program: Pre-Entry Communication

COMM 0004
Technical Communication Skills for Second
Language Students

Start Date:	July 2, 2002	**End Date:**	August 2, 2002
Course Credits:	0	**Term/Level:**	Comm 0004
Total Hours:	84		
Total Weeks:	5		
Hours/Week:	16		

Instructor Information

Name: Andrea Simmonds

Office Phone: TBA

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Office Location: SE 41 110

Office Hours: by appointment

Prerequisites: Placement Test or Comm 003
Students in COMM 0004 must be at an advanced
level of English.

You will need to obtain a minimum grade of
65% in COMM 0005 to pass into Comm
0005.

Course Calendar Description: This course prepares students whose English language skills
need upgrading to enroll in COMM 0005. It will focus on paragraph writing for technical
communication. Students will also prepare and interpret graphics and make oral presentations.

Course Goals:
Comm 0004 is designed to help students who wish to pursue careers in trades and technology
develop a solid foundation of technical writing and speaking skills. Comm 0004 consists of 21
four-hour classes. Successful completion of this course will give you the speaking, writing and
analytical skills required to succeed in Comm 0005.

Required Learning Resources

An English-to English dictionary.

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

For your oral presentation, you'll need
- 3 write – on overhead transparencies
- 2 different colored water-soluble (washable) overhead transparency pens

Evaluation

Written Assignments (6)	30% (only <u>5</u> will be counted towards the final grade)
Article Summaries (2)	10%
Quizzes (2)	5%
Oral Presentation	10%
Midterm Exam	15%
Final Exam	25%
Portfolio project	5%
TOTAL	100%

Course Schedule

	Date	Course Material	Assignments	Tests
Week 1	**Tuesday July 2**	*Module 1* Technical Communication	Practice Assignment	
	Wednesday July 3			
	Thursday July 4		Assignment 1	
	Friday July 5	*Module 2* Classification		
Week 2	**Monday July 8**			Quiz 1
	Tuesday July 9		Assignment 2	
	Wednesday July 10	*Module 3* Process Description	*Article Summary 1	
	Thursday July 11			
Week 3	**Monday July 15**		Assignment 3	
	Tuesday July 16			Midterm Exam
	Wednesday July 17	*Module 4* Cause and Effect		
	Thursday July 18			
Week 4	**Monday July 22**		Assignment 4	
	Tuesday July 23	*Module 5* Comparison and Contrast		Quiz 2
	Wednesday July 24		Oral Presentation	
	Thursday July 25		Assignment 5	
Week 5	**Monday July 29**	*Module 6* Interpreting Visual Data	*Article Summary 2	
	Tuesday July 30			
	Wednesday July 31		Assignment 6	
	Thursday August 1		*Portfolio Project	
	Friday August 2			Final Exam

*Refers to a take-home assignment

Assignment Details:

1. You are required to complete a minimum of 8 marked writing assignments in this course, in addition to other exercises, both marked and unmarked, and short quizzes.
2. You must complete all assignments to be eligible to pass this course. You will have two types of assignments: in-class or take-home. The in-class assignments must be completed and handed in during the class in which they are given. The take-home assignments must be submitted at the beginning of the next class.
3. 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.

4. Unless you have obtained an extension, you will be assessed a late penalty of 10% per day for late assignments. 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. 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 Assignments may be handwritten in black or blue ink or word-processed.

Proper Identification. Write your name and course number on the top right hand corner of each page.

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

Writing Skills
1. Organize and develop your ideas effectively in written assignments
2. Show relationships between ideas using conjunctions, transitions, and grammatical structures
3. Write documents that use a variety of sentence patterns and appropriate vocabulary
4. Write documents that summarize a variety of materials
5. Demonstrate improvement in written work

Reading and Learning Skills
1. Read textbooks, handouts, articles, and graphics with greater comprehension and retention
2. Identify main ideas and important details in reading assignments
3. Understand reading assignments using contextual clues
4. Identify and understand data presented in graphic form
5. Take effective notes from written course materials and listening exercises

Listening and Speaking Skills
1. Plan, organize, and deliver an effective oral presentation.
2. Improve the grammatical correctness of your speech.
3. Improve your cross-cultural communication

Teaching Methods: We will be using teaching methods that have proven effective for teaching students at BCIT.

1. Team work. 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. You'll work with one or two partners to locate, discuss, 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 the ideas into your own words. You will know you have gained knowledge and language skills when you are able to explain the ideas clearly to your team members and to your instructors.

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 2001 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 1999 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 Reassessment and Appeal Policy and Freedom of Information Policy are outlined in the 2001 Full-time Calendar. Check with the Pre-Entry program head if you have any questions about policies.

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.