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

Course Outline
Technical Communication for 2nd Language Students

COMM. 0004

Start Date:	Jan. 5, 2002	**End Date:**	Feb. 10, 2002
Course Credits:	N/A	**Term/Level:**	PreEntry
Total Hours:	84	**Instructor:**	O'Byrne Taylor
Total Weeks:	6		
Hours/Week:	14		

Prerequisites: COMM 0003 or Placement Test
Students in COMM 0004 must be at an advanced level of English. Prior to this first class of this 84-hour course, you have been 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.

Course Calendar Description: Students will learn the writing, reading, speaking, and listening skills needed to carry out writing and speaking tasks in COMM 0005 and in trades' courses. This course covers sentence and paragraph development, reading comprehension, speaking, listening and grammatical skills. Attendance is essential; 90% is necessary to pass.

Course Goals: COMM 0004 consists of 12 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.

Evaluation

Writing Assignments & Quizzes	35%
Portfolio	05%
Presentation	10%
Midterm Exam	20%
Final Exam	30%
TOTAL	**100%**

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 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
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 with a varied rate of delivery with some dependence on repetition

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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

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

BCIT

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
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COMM 0004
Introduction to BCIT for EAL Students

Instructor Information

Name: O'Byrne Taylor

Office Location: N/A

Office Phone: 451-7044

Office Hours: by appointment

Learning Resources

Required:

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
- portfolio folder to keep all assignments and rewritten work

Recommended: You'll want to have a good **English/English dictionary**. I strongly recommend you bring your English dictionary to each class if you want to improve your spelling, vocabulary, and comprehension. Also, a **Thesaurus** is highly recommended.

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 1999 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 1999 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 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. These must be 100% of the student's work; **any assistance is unacceptable** and an assignment submitted with outside help will be graded *fail*.

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.

Proper Identification. Write your name and course number on the top right hand corner 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 (90% attendance required)
- Treat each other and your instructor with courtesy and consideration
- Contribute to the success of your course by participating actively in every class.

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 DESCRIBING	• Sentence structure • Sentences, phrases, and clauses
2	Getting to Know Technical Programs	EDITING LISTING **Assignment # 1**	• Fragments/run-ons • Listing structures • Parallel structure
3	Getting to Know the Class Goals	CLASSIFICATION **Assignment # 2**	• Classification language • Passive and active voice
4	Stating goals and requirements to achieve them	CAUSE/ EFFECT ACTION/OUTCOME **Assignment # 3**	• Language of Cause/Effect and Action/Outcome • Main idea sentences
5	Explaining decisions and procedures Improving Your Study Skills	SEQUENCING/PROCESSES Reviewing all language skills learned to date **Assignment # 4**	• Sentence structure • Adjective, adverb, and noun phrases and clauses
6 Date:	MIDTERM EXAM		
7	Comparing educations options	COMPARING	• Structuring comparison paragraphs
8	Thinking about your own future education	COMPARING **Assignments # 6**	• Comparative language
9	Giving Oral Presentations	JUSTIFYING CHOICES **Assignment # 7**	• Language of justification
10	Giving Oral Presentations	DESCRIBING **Assignment # 8**	• Language of Description
11	Reviewing What You've Learned in Comm 0004	Review of all language structures learned	
12 Date:	FINAL EXAM		