



FEB 15 2000

**Course Outline**

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Operating Unit: Communication Department

Program: Pre-Entry

Instructor: **Patricia Huse**

Phone: 451-7044

**COMM 0004****Introduction to BCIT for EAL Students**Office: Instructor's Room  
2<sup>nd</sup> Floor

Hours: By appointment

**Start Date:** January 10, 2000**End Date:** February 11, 2000

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<b>Course Credits:</b>	0	<b>Term/Level:</b> Winter 2000
<b>Total Hours:</b>	84	
<b>Total Weeks:</b>	5	
<b>Hours/Week:</b>	16	

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**Prerequisites: COMM 0003 or Placement Test**

Students in COMM 0004 must be at an advanced level of English. In the first class of this 84-hour 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:**

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**Course Goals:** COMM 0004 consists of 21 four-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.

**Evaluation**

Writing Assignments	45%
Speaking Skills	10%
Midterm Exam	15%
Final Exam	25%
Professional and Participation	5%
<b>TOTAL</b>	<b>100%</b>

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**Exam Schedule****Midterm Exam: January 26****Final Exam: February 11**

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

1. write sentences that are clear, concise, and grammatically correct
  2. identify and correct spelling errors
  3. organize paragraphs effectively
  4. organize and develop your ideas effectively in written assignments
  5. edit and proofread written assignments
  6. write about information contained in graphics
  7. plan, prepare and deliver a simple oral presentation
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### Course Content Verification

I verify that the content of this course outline is current, accurate, and complies with BCIT Policy.

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Program Head/Chief Instructor

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Date

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



## Learning Resources

### Required:

**Module 1** – Getting To Know Each Other: Finding Out About Students In Technology, Business, And Trades.

**Module 2** – Getting To Know Your Campus And What It Has To Offer You As Students In Technology, Business and Trades

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.

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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 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 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 an environment where the individual differences of all 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.

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**Assignment Details:** You are required to complete all 10 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.

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.

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

## CLASS SCHEDULE (to Mid-Term)

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1       2	Getting to Know Students in Technical Programs	Introduction to Course Technical Style  Activity 1, Module 1 DESCRIBING a student in a technical college	<ul style="list-style-type: none"> <li>elements of technical style writing</li> </ul>
3       4	Getting to Know Students in Technical Programs	Activity 2,3,4, Module 1 DESCRIBING Students  Activity 5 and 6, Module 1 DESCRIBING Students	<ul style="list-style-type: none"> <li>sentence structure</li> <li>types of sentences</li> <li>incomplete/incorrect sentences</li> <li>writing paragraphs</li> <li>main ideas and supporting details</li> </ul>
5       6	Getting to Know Your Campus	Assignment #1 and #2, Writing a Description Paragraph  Activity 1,2,3, Module 2 DESCRIBING Facilities	<ul style="list-style-type: none"> <li>prepositions of place and position</li> <li>order of adjectives</li> <li>ed/ing adjectives</li> <li>comparative adjectives</li> </ul>
7       8	Getting to Know Your Campus	Activity 4,5,6,7, Module 2 DESCRIBING and COMPARING facilities  Assignment #3, Writing Comparison Paragraphs	<ul style="list-style-type: none"> <li>sentence patterns</li> <li>subject/verb agreement</li> <li>side by side and point by point structure</li> <li>comparing features</li> </ul>
9       10	MID-TERM EXAM	Activity 9,10, Module 1 Preparing a Profile of the Class, COMPARING statistics	<ul style="list-style-type: none"> <li>comparing statistical information</li> </ul>

## CLASS SCHEDULE (to Final)

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
11	Improving Your Study Skills	REVIEWING & EVALUATING  Assignment #4 - Evaluating Mid-Term and setting goals for term	
12	Finding Out about BCIT	COMPARISON Assignment #5 - Writing Comparison Paragraphs	
13 14	Deciding on a Program	Activity 1,2, Module 3, CLASSIFYING	<ul style="list-style-type: none"> <li>• classification phrasing</li> <li>• parallel structure</li> <li>• active/passive voice</li> </ul>
15	Deciding on a Program	Assignment #6 - Writing a Classification Paragraph  Preparing for Oral Presentations  Assignment #7 - Previewing Oral Presentation	
16		Module 3, INSTRUCTIONS	
17		Module 3, INSTRUCTIONS	<ul style="list-style-type: none"> <li>• sequencing phrasing</li> <li>• imperative tense</li> <li>• instructions</li> </ul>
18		Assignment #8 - Writing Instructions  CAUSE AND EFFECT	<ul style="list-style-type: none"> <li>• conditional verbs</li> </ul>
19	Reviewing What you Have Learned in Comm 0004	Assignment #9 - Writing Cause and Effect	<ul style="list-style-type: none"> <li>• review of all language structures learned</li> </ul>
20	Giving and Oral Presentation	Assignment #10 - Writing an Evaluation	
21	FINAL EXAM		