FEB 15 2000

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Operating Unit: Academic Studies
Program: Pre-Entry Communication

Course Outline

COMM. 0004
Introduction to BCIT for EAL Students

Start Date:	January 10, 2000	**End Date:**	April 8, 2000
Course Credits:	0	**Term/Level:**	Winter 2000
Total Hours:	84		
Total Weeks:	14		
Hours/Week:	6		

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.

COMM 0004 is a Prerequisite for: COMM 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, and grammatical skills.

Course Goals: COMM 0004 consists of 14 six-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%
Presentation	10%
Midterm Exam	15%
Final Exam	25%
Professionalism and Participation	5%
TOTAL	100%

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

Writing Skills

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

Reading and Learning Skills

1. Read textbooks, handouts, and articles with greater comprehension and retention
2. .Identify main ideas and important details in reading assignments and lectures
3. Prepare successfully for exams
4. Use an English-to-English dictionary.

Listening and Speaking Skills

1. Plan, organize, and deliver an effective oral presentation.

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.

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 4705, Burnaby Campus

Office Phone: 451-7044 (4235) **Office Hours:** By appointment

E-mail Address: lhadley@intouch.bc.ca

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.

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 10 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.

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 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 reward you for meeting these workplace standards, evaluation for this course includes a 5% grade for professionalism and participation. To get a full 5%, 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.
- complete all revision sheets and revise all assignments

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 2	Getting to Know Each Other Getting to Know Students in Technical Programs	Introduction to the course Technical Style Module 1 DESCRIBING Module 1 DESCRIBING EDITING	• elements of technical style writing • sentence structure • types of sentences • incomplete/incorrect sentences • writing paragraphs • main idea sentences • supporting details •
3 4	Getting to Know the Class	**Assignment #1** Module 2 DESCRIBING/COMPARING **Assignment #2**	• prepositions • adjectives • comparative structures
5 6	Finding out about BCIT Thinking about your own future education Improving Your Study Skills	Module 2 COMPARING **Assignment #3** Module 2, Module 1 COMPARING Reviewing all language skills learned to date	• subject/verb agreement • countable/uncountable nouns • structuring comparative paragraphs side by side point by point side • outlining paragraphs • review for mid-term exam
7 **Date:** **Feb. 19/00**	**MIDTERM EXAM**		• Language of evaluation

8 **9**	Classifying Programs at BCIT Deciding on a Program	REVIEWING AND EVALUATING COMPARISON OF STATISTICAL INFORMATION **Assignment #4** CLASSIFICATION **Assignment #5**	• Classification language • Passive and active voice • Listing structures • Parallel structure
10 **11**	Deciding on a Program Preparing Oral Presentations Giving and Oral Presentation	**Assignment #6** Preparing for Oral Presentations **Assignment #7** INSTRUCTIONS	• language of instructions • sequencing phrasing • imperative • conditional verbs
12 **13**	Giving and Oral Presentation Reviewing What You've Learned in Comm 0004	INSTRUCTIONS **Assignment #8** CAUSE AND EFFECT **Assignment #9** Review of all language structures learned **Assignment #10**	• cause and effect language
14 **Date:** **Apr. 8/00**	**FINAL EXAM**		