BCIT

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:	Feb. 24, 2001	**End Date:** April 1, 2001	
Course Credits:	N/A	**Term/Level:** PreEntry	
Total Hours:	84		
Total Weeks:	6		
Hours/Week:	14		

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. In the first class of this 84-hour course, you are given a placement test to determine eligibility.	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 18 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	5%
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 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.

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Instructor Information

Name: O'Byrne Taylor   **Office Location:** N/A

Office Phone: 451-7044   **Office Hours:** by appointment

E-mail Address

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
Module 3 - Deciding On a Program 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. 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

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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.

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
- 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 Module 1 DESCRIBING	• sentence structure • types of sentences
2 – 3	Getting to Know Students in Technical Programs	Module 1 DESCRIBING EDITING **Assignment #1**	• Incomplete/incorrect sentences • Types of fragments
4 – 6	Getting to Know the Class	Module 1 DESCRIBING COMPARING	• Writing paragraphs • Main idea sentences • Supporting details
7	Finding out about BCIT	Module 2 COMPARING **Assignment #2**	• Prepositions • Order of adjectives • Comparative vocabulary • Subject/verb agreement • Countable/uncountable nouns

8	Thinking about your own future education	Module 2
		COMPARING
		Assignment #3
			• Outlining paragraphs
			• Structuring comparative paragraphs
			    side by side
			    point by point

9 – 10	Improving Your Study Skills	Reviewing all language skills learned to date	
11	**MIDTERM EXAM**		• Language of evaluation
12	Classifying Programs at BCIT	Module 3 CLASSIFICATION **Assignment #4**	• Classification language • Passive and active voice • Listing structures • Parallel structure
13 – 15	Making and Justifying Decisions	Module 3 IINDIRECT SPEECH **Assignment #5**	• Indirect questions • Direct question

16 – 17	Making and Justifying Decisions, cont. Preparing Oral Presentations	Module 3 SEQUENCING **Assignment #6**	• Language of cause and effect • Language of justification
18	Giving Oral Presentations	Module 3 Cause and effect **Assignment #7**	• Language of cause and effect • Language of justification
19 – 20	Reviewing What You've Learned in Comm 0004	**Assignment #8** Review of all language structures learned	
April 1	**FINAL EXAM**		