

JUN 17 1997

BCIT COMMUNICATION DEPARTMENT

COURSE OUTLINE

Course Name: INTRODUCTION TO BCIT FOR STUDENTS OF
ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

Course Number: COMM 0004

Instructor: Patricia Sackville

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME: INTRODUCTION TO BCIT FOR EAL STUDENTS
COURSE NUMBER: COMM 0004 **DATE:** Apr 15 - Jun 24, 97
TAUGHT TO: Pre-Entry
DEPARTMENT: Communication
TERM: Spring, 1997 **HRS/WK:** 8
CREDITS: N/A
NO. OF WEEKS: 11 **TOTAL HOURS:** Eighty-eight

INSTRUCTOR: Patricia Sackville
OFFICE: SW3 4705 **OFFICE HOURS:** By Appointment
PHONE: 451-7044

COURSE DESCRIPTION

If your first language is not English, and your language skills need upgrading before you can enrol in COMM 0005, this course is for you. It includes the speaking, listening, writing, and reading skills needed to carry out writing and speaking tasks in COMM 0005 and in other BCIT courses. In this course, you will learn about the programs offered at BCIT. As you read, write, and talk about these programs, you'll cover areas such as classification, cause and effect, comparison and contrast, and process descriptions. Classes will include lessons on specific grammatical structures; you'll learn to recognize and correct errors in your own work, as well as in other students' work. Follow-up activities include the reading, speaking, writing, and listening tasks requiring the use of these structures. A grade of 65% in this course meets the prerequisite for COMM 0005.

Successful completion of this course will give you the speaking, writing, reading, and listening skills you need to succeed in COMM 0005.

EVALUATION

Writing assignments	45%
Speaking skills	10%
Midterm Exam	15%
Final Exam	25%
Professionalism and Participation	5%

COURSE ASSIGNMENTS

Writing Assignments

You will write a minimum of 11 graded assignments for this course. All of these will be done in the class. In addition, you will be given homework from time to time to help you practice the skills you learn in class. Anyone wanting extra practice should see me about additional homework.

You are required to complete all assignments -- practice and graded -- for this course as well as write the midterm and the final exams.

In-class assignments must be completed and handed in during the class in which they are given. 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.

Speaking Skills

The speaking skills mark of 10% is based on one or two oral presentations you will give individually on a topic related to BCIT.

Professionalism

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 co-workers 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 % for professionalism and participation, you'll have to

- submit all assignments on time or obtain an extension before the deadline
- attend all classes or explain your absence the same way you would have to excuse yourself for not being able to come in to work
- treat each other and your instructors with courtesy and consideration
- contribute to the success of your course by participating actively in every class.

REQUIRED TEXTS AND EQUIPMENT

Comm 0004 Module 1:

Getting to Know Each Other: Finding Out About Students in Technology, Business, and Trades.

Comm 0004 Module 2:

Getting To Know Your Campus and What it has to Offer You as Students in Technology, Business, and Trades.

Comm 0004 Module 3:

Deciding on a Program in Technology, Business, and Trades: Making and Justifying Choices.

Your instructor will give you handouts on course topics and will provide BCIT materials such as brochures and calendars. To keep your handouts and assignments, you'll need a

3-ring binder

For your handwritten assignments and group work, you'll need

- 3-hole lined 8-1/2 by 11" notepaper
- pen, black or blue ink only
- liquid paper or other means of making corrections neatly
- 3 write-on overheads
- 2 fine-tipped water-soluble felt pens

REFERENCE TEXTS AND RECOMMENDED EQUIPMENT

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.

COURSE OBJECTIVES

By the end of this course, you should be able to speak, listen, read and write at a level which will allow you to succeed in Communication 0005.

Therefore, you should be able to:

- summarize, plan, edit and write simple paragraphs on topics related to BCIT
- summarize text by using graphics, eg classification trees, tables
- write about information contained in graphics
- speak clearly and understandably, using English structure, on a topic related to BCIT
- plan, prepare and deliver a simple oral presentation
- simplify and reword difficult text or language

In order to achieve these objectives, you will learn to:

- brainstorm information
- draw and describe classification trees, flow charts, graphs and charts
- sequence items
- compare and contrast information
- edit and proofread

ACTIVITIES

Activities you will do in order to learn the language skills include:

- classifying** the schools of BCIT
- surveying** and **describing** your classmates
- interpreting** charts and graphs of your survey
- making generalizations** from your survey
- sequencing** the steps of registering for Comm 005
- comparing** and **contrasting** programs at BCIT
- reviewing** your exam performance and setting study objectives
- editing** other students' work
- presenting** an individual, 5-10 minute oral **explaining** how to operate a simple piece of equipment or on some other topic related to BCIT
- assessing** and **giving feedback** on your classmates' oral presentations

TEACHING METHODS

We will be using teaching methods which have proven most effective for teaching students at BCIT:

1. **Teamwork.** 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.** We will spend the first part of each class editing student writing. As well, you'll work with one or two partners to locate 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.
4. **Key visuals.** You will learn how to express ideas in graphics (primarily tables and classification trees). These graphics, which we call "key visuals," will help you to understand ideas and present them more clearly to others.

ADDITIONAL INFORMATION ON LEARNING GROUPS

The members of your group should exchange phone numbers and schedules so you can meet outside of class.

As a member of a learning group, you will have four major responsibilities:

1. Help, support, and encourage other group members to learn the course material. Provide feedback to the instructor on how well the members of the group are succeeding and on any problems they may have.
2. Make sure all the members get the work done on time and hand in all their assignments for marking. If members of your group arrive late or have to leave early, fill them in on what they missed.
3. Help members prepare for quizzes and exams. Discuss assignments, review work, and study together.

4. Help students in other groups when your group finishes an exercise ahead of another group.

To help you develop your problem-solving abilities, you will be expected to discuss any questions you have about course assignments with your group before resorting to asking the instructor for an answer.

All members are expected to contribute actively to the group, to maintain effective working relationships with each other, and to complete all assignments.

You will also be required to do in-class writing assignments on your own, and your instructor will clearly tell you which work you are to complete individually, without advice from other students.

BCIT POLICIES

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 1997-98 Full-time Calendar for more information.

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 page a2 of the 1997-98 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 1997-98 Full-time Calendar. Check with your Program Head if you have any questions about policies that are specific to your program.

CLASS SCHEDULE

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1 (April 10) 2 (April 15)	Placement Test Getting to Know Students in Technical Programs	Activity 1 & 2: Module 1 DESCRIBING students in a technical college	-sentence structure
3 (April 17) 4 (April 22)	Getting to Know Students in Technical Programs	Activity 3, 4, 5: Module 1 DESCRIBING students EDITING sentences Activity 6 & 8 DESCRIBING students	-types of sentences -incomplete/incorrect sentences -types of fragments -writing paragraphs
5 (April 24) 6 (April 29)	Getting to Know your Campus	Assignment # 1: writing a description paragraph Activity 1 & 2: Module 2 DESCRIBING facilities Activities 3 , 4: Module 2 COMPARING AND DESCRIBING facilities	-prepositions of place & position -adjectives: order of; ing/ed form -comparison form of adjectives & adverbs

7 (May 1)	Getting to Know your Campus	Activity 5 & 6: Module 2 COMPARING BCIT schools Assignment # 2: writing comparison paragraphs	-sentence patterns -subject-verb agreement
8 (May 6)		Activity 7: Module 2 COMPARING BCIT schools	
9 (May 8)		Activity 9 & 10: Module 1 COMPARING statistics Assignment # 3: writing Comparison Paragraphs	-block and point by point structure
10 (May 13)	Finding out about Admission to BCIT	SEQUENCING Handouts	-sequencing phrasing -imperative tense -instructions
11 (May 15)		Assignment # 4: writing a sequencing paragraph Review	
12 (May 20)	Midterm Exam	Review	
13 (May 22)	Stating Your Program Preference: Pretest Module 3 (Activity 1)	Using tables to plan and organize writing.	
	Evaluating your midterm and setting goals for the rest of the term	Identifying strengths and problems (gaps) Setting goals (solutions) Assignment #5: evaluating your midterm and setting goals for the term	language of evaluation

14 (May 27)	<p>Step 1: Classifying information to clarify your choices:</p> <p>Module 3 pg. 7 - 21</p>	<p>Using the language of classification.</p> <p>Using the graphics of classification.</p> <p>Using the passive voice when classifying.</p>	<p>language of classification</p> <p>passive and active voice</p>
15 (May 29)	<p>Classifying Programs at BCIT</p>	<p>Assignment #6: writing a Classification paragraph</p>	
16 (June 3)	<p>Step 2: Defining your criteria and stating your personal preferences -</p> <p>Module 3 pg. 22-41</p>	<p>Choosing criteria</p>	<p>Indirect questions</p> <p>Direct questions</p>
17 (June 5)	<p>Step 3: Formulating research questions -</p> <p>Module 3 pg. 42-45</p>	<p>Interviewing for information.</p> <p>Assignment #7: writing cause & effect paragraphs</p>	

18 (June 10)	Step 4: Using resources to gather information - Module 3 pg. 46-67	Previewing resource materials Writing a list of instructions Defining problems Recommending solutions	language of sequencing
19 (June 12)		Assignment # 8: writing summaries	
20 (June 17)	Step 5: Making and justifying your decision - Module 3 pg. 68-77	Writing a cause and effect statement with "because" Stating personal preferences	Using cause-and-effect language Justifying
	Step 6: Planning how to implement your decision - Module 3 pg. 68-77	Assignment # 9: writing an evaluation of your performance in 0004.	
21 (June 19)	Giving an oral presentation	Speaking to a group Assignment #10: writing an oral presentation report	Describing Justifying
22 (June 24)	Final Exam Module 1, 2, 3	Assignment # 11: Memo Writing Assignment	Reviewing all language structures learned