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

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME: INTRODUCTION TO BCIT FOR EAL STUDENTS

COURSE NUMBER: COMM 0004   **DATE:** JAN 17 - APR 18, 1998

DEPARTMENT: Communication

TAUGHT TO: Pre Entry Students

TERM: WINTER 1998   **HRS/WK:** 6

CREDITS: N/A

NO. OF WEEKS: 14   **TOTAL HOURS:** Eighty-four

INSTRUCTOR: Patricia Sackville

OFFICE: SW3 4705   **OFFICE HOURS:** By Appointment

PHONE: 451-7044 (SACK)

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 technology and trades courses. In this course, you will learn about the programs offered at BCIT. Activities include drawing and describing classification trees, interpreting charts and graphs, comparing and contrasting programs at BCIT, editing other students' work and giving oral presentations. 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 reading, speaking, writing, and listening tasks requiring the use of these structures. A grade of 65% in this course and a passing grade on the Communication placement exam 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.

1

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 10 graded assignments for this course. In addition, you will be given homework to help you practice the skills you learn in class and to prepare you for upcoming classes. 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.

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. Unless you have obtained an extension before the due date, you will be assessed a late penalty of 10 % per day for late assignments. Assignments received two classes after the due date will receive comments but no grade.

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.

Professionalism (cont.)
To get a full 5 % for professionalism and participation, you'll have to
- submit all assignments on time or obtain an extension <u>before</u> 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.

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, are held responsible for their own and collective actions.

Students who are absent for any reason, other than substantial illness, for more than 10% of the time prescribed for the course, may not be allowed to complete the course. **See page 3-4 of the 1997-98 Full- Time Calendar for more information about this and other BCIT policies.**

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 3-4 of the 1997-98 Full- Time Calendar for more information about this and other BCIT policies.**

REQUIRED TEXTS AND EQUIPMENT

The following required texts are available in the BCIT bookstore:

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*

REQUIRED TEXTS AND EQUIPMENT (cont.)

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 hand-written assignments, you'll need
- 3-hole lined 8-1/2 by 11" note paper
- pen, black or blue ink only
- liquid paper or other means of making corrections neatly
- a stapler.

For in-class editing and presenting, you'll need
- 2 write - on overhead transparencies
- 2 different colored water-soluble (washable) overhead transparency pens

REFERENCE TEXTS AND RECOMMENDED EQUIPMENT

You'll need 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, e.g. 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 BCIT
- **comparing** and **contrasting** programs at BCIT
- **reviewing** your exam performance and setting study objectives
- **editing** other students' work
- **presenting** an individual, 5 minute oral presentation **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.

CLASS SCHEDULE (to Mid-Term)

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1 - 2 Jan. 17, 24	Getting to Know Students in Technical Programs	Technical Style Activity 1 & 2: Module 1 DESCRIBING students in a technical college Activity 3, 4, & 5: Module 1 DESCRIBING students EDITING sentences	-sentence structure
3 - 4 Jan. 31 Feb. 7	Getting to Know Students in Technical Programs	Activity 6 & 8 DESCRIBING students **Assignment # 1: writing a description paragraph** **Assignment # 2: writing description paragraphs**	-types of sentences -incomplete/incorrect sentences -main idea sentences -writing paragraphs
5 Feb. 14	Getting to Know your Campus	Activity 1,2,3: Module 2 DESCRIBING facilities Activity 4,5,6: Module 2 COMPARING & DESCRIBING facilities and BCIT's schools **Assignment #3: Writing Comparison Paragraphs**	- prepositions of place and position - adjectives: order of - adjectives: ing/ed -comparison form of adjectives and adverbs - sentence patterns - subject - verb agreement
6 Feb 21	Getting to Know your Campus	Activity 7: Module 2 COMPARING BCIT's schools Activity 9 & 10: Module 1 COMPARING Statistics	- block and point by point structure
7 Feb. 28		**Assignment #4: Writing Comparison paragraphs**	
	Mid-term exam		

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
8 Mar. 7	Stating Your Program Preference: Pre-test Module 3 (Activity 1) Evaluating your midterm.	USING TABLES TO PLAN AND ORGANIZE WRITING IDENTIFYING STRENGTHS AND PROBLEMS (GAPS) SETTING GOALS (SOLUTIONS) **Assignment #5: Evaluating your midterm and setting goals for the term**	Language of evaluation
9 Mar. 14	Step 1: Classifying information to clarify your choices: Module 3 page 7-21 Classifying Programs at BCIT	CLASSIFYING (Language, Graphics, passive voice)	Language of classification Passive and active voice
10 Mar. 21	Step 2: Defining your criteria and stating your personal preferences - Module 3 page 22-41	CHOOSING CRITERIA **Assignment #6: Writing a Classification paragraph**	Indirect questions Direct questions
11 Mar. 28	Step 3: Formulating research questions - Module 3 page 42-45	INTERVIEWING FOR INFORMATION **Assignment #7: stating preferences and reporting indirect questions**	

12 Apr. 4	Step 4: Using resources to gather information - Module 3 page 46-67	PREVIEWING MATERIALS WRITING INSTRUCTIONS DEFINING PROBLEMS RECOMMENDING SOLUTIONS **Assignment #8: defining problems and recommending solutions**	Language of sequencing
13 Apr. 11	Step 5: Making and justifying your decision - Module 3 page 68-77	WRITING CAUSE AND EFFECT STATEMENTS STATING PERSONAL PREFERENCES	Using cause-and-effect language Justifying
	Step 6: Planning how to implement your decision - Module 3 page 78-79	**Assignment # 9: writing a plan for implementing your decision**	
14 Apr. 18	Giving an Oral Presentation	Speaking to a group **Assignment #10 writing an oral presentation report**	Describing Justifying
	Final Exam		Reviewing all language structures learned