

**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY  
COURSE OUTLINE****COURSE NAME:** INTRODUCTION TO BCIT FOR EAL STUDENTS**COURSE No:** COMM 0004      **DATE:** July 27 – August 25, 1998**DEPARTMENT:** Communication      **TAUGHT TO:** BCIT Pre-Entry students**CREDITS:** N/A      **HRS/WK:** 20**NO. OF WEEKS :** 4.5      **TOTAL HOURS:** 88

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**INSTRUCTOR:** Ishbel Galloway      **TEL:** 451 7044CRN. 25430.  
19.**OFFICE HOURS:** By Appointment Only

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**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 description, classification, cause and effect, and comparison and contrast. Activities include drawing and describing classification trees, 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.

Successful completion of this course will give you the speaking, writing, reading, and listening skills you need to succeed in COMM 0005. A grade of 65% in this course meets the prerequisite requirement for COMM 0005.

## EVALUATION

Writing assignments .....	45%
Speaking skills .....	10%
Midterm Exam .....	15%
Final Exam.....	25%
Professionalism, participation and quizzes .....	5%

## COURSE ASSIGNMENTS

### Writing Assignments

You will write a minimum of 10 graded assignments for this course. Most of these will be done in class. In addition, you will be given homework from time to time to help you practice the skills you learn in class.

You are required to complete **all** assignments -- practice and graded -- for this course as well as write the midterm and the final. There will also be occasional short quizzes on grammar points, and you must write them as well.

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.

### Speaking Skills

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

### Midterm and Final Exams

Two in-class exams are scheduled for this course, a midterm and a final. Each will take most of one session. You can use dictionaries in the exam, but no other reference materials. Try not to rely on dictionaries too much; they'll slow you down in an exam situation!

### Professionalism and Participation

The professionalism and participation skills mark of 5% is a reflection of the ideal student's responsible, enthusiastic participation in the course.

## Professionalism and Participation (cont.)

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 the professionalism and participation assessment. To get a full 5% for professionalism and participation, you'll have to:

- 1) 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
- 2) Treat each other and your instructors with courtesy and consideration
- 3) Contribute to the success of your course by participating actively in every class.

### BCIT Attendance Policy

Students who are absent for any reason, other than substantial illness, for more than 10% (**more than 2 classes**) of the time prescribed for the course, may not be allowed to complete the course (see Full-time Calendar).

## REQUIRED TEXTS AND EQUIPMENT

Comm 0004 Modules 1 and 2 :

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

Getting To Know Your Campus And What It Has To Offer You As Students In Technology, Business And Trades

These are available at the BCIT Bookstore.

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--**not torn out of an exercise book**
- pen (black or blue ink only)
- liquid paper or other means of making corrections neatly

Please write your assignments **double-spaced** (leave a space between written lines), starting on the side of the page with holes on the **left side**.

## REFERENCE TEXTS AND RECOMMENDED EQUIPMENT

You'll need a good English-to-English dictionary. A learners' dictionary – e.g. Cobuild or Longman's is recommended. You should 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 proof-read

## 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 TEAM LEARNING (LEARNING GROUPS)

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 their 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 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 them:

***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.

***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--one free from harassment and discrimination.

## CLASS SCHEDULE

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1	Getting to know one another	Interviewing; Writing profiles of classmates; Brainstorming; the writing process; Peer editing	-sentence structure
2	Writing about students in technical programs	Module 1: Activity 2  Describing students; editing sentences Activities 3 & 4	-simple sentences -compound sentences -complex sentences -fragments -run-ons -comma splices
3	Getting to know about students in technical programs	Grammar Quiz #1 Describing people Thinking about audience Activities 6 & 7	-main idea/topic sentences -paragraph structure -verb tense review
4		<u>Assignment #1</u> : Describe Yourself (Activity #8)  Activities 9 & 10	-comparing
5	Getting to know your college	Describing places Module 2: Activities 1 & 2	-prepositions of place & position
6		<u>Assignment #2</u> : Describing your favorite study place  Comparing & Describing Activities 3, 5 <u>Assignment #3</u> : Compare BCIT & another college (Activity #6) Grammar Quiz #2	-adjectives: order -adjectives: ing/ed -comparative form of adjectives & adverbs -sentence patterns for comparison -subject/verb agreement
7	Comparison & Contrast	Oral presentation #1: Describe a BCIT school Activity #7	-side by side & point by point structure
8		<u>Assignment #4</u> : Compare two of BCIT's schools	-transitional expressions
9		Review class	
10		Midterm Exam	

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
11	Midterm feedback	Evaluating progress How to give oral presentations	-language for speeches
12	Preparing and giving speeches Giving instructions	Module 3: Activity 10 Process writing: writing clear instructions; explaining how to do things <u>Assignment #5</u> : How to give a good oral presentation	-language for process: -imperative -sequencing/time order -transitional expressions
13 14		Grammar Quiz #3 <u>Assignment #6</u> : Writing a set of instructions	
15 16	Classification	Drawing a classification tree Module 3: Activity 2 <u>Assignment #7</u> : Writing a classification paragraph	language for classification: - passive voice -parallel structure -ascending/descending order
17 18	Cause & Effect	Describing causal relationships <u>Assignment #8</u> : Writing a cause & effect paragraph Module 3: Activity 17 (focus on cause) <u>Assignment #9</u> : Writing a cause & effect paragraph: How a BCIT education will help you achieve your goals (focus on effect)	-transitions for cause & effect
19 20		Oral presentation #2: Your career goals <u>Assignment #10</u> : Writing an Oral Presentation Evaluation	
21 22		Review class  Final Exam	