BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME Introduction to BCIT for EAL students

COURSE NUMBER Comm 0004   **DATE** Sept 14 - Nov 25, 1998

TAUGHT TO Pre-entry

DEPARTMENT Communication

TERM Fall 98   **HRS/WK** 8   **CREDITS** N/A

NO. OF WEEKS 11   **TOTAL HOURS** 88

INSTRUCTOR Jean Jin   **OFFICE** SW3   4705

OFFICE HOURS By appointment   **PHONE** 451-7044

COURSE DESCRIPTION

If you are first language is not English, and your language skills need upgrading before you can enroll in COMM0005, this course is for you. It includes speaking, listening, writing and reading skills needed to carry out writing and speaking tasks in COMM 0005 and in other BCIT course. 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, comparisons and contrast, and process descriptions. Classes will include lessons on specific structures; you will learn to reorganize and correct errors in your own work, as well ads I other student's work. Follow-up activities include the reading peaking, 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 COMM0005.

EVALUATION

Writing Assignments	45%
Oral Presentation	10%
Professionalism	5%
Midterm	15%
Final	25%

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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 co-workers and supervisors.

To meet workplace standards, you'll have to

- Submit all assignments on time or obtain an extension before the deadline.

- Attend all classes or explain the 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.

REQUIRED TESTS AND EQUIPMETNT

Comm 004 Module 1 and Module 2:

- Getting to Know Each other: Finding out about Students in Technology, Business and Trades.
- Getting to Know Your campus and What BCIT has to Offer You as Students In Technology

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

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 ASSIGNMENT

You will complete a <u>minimum</u> of 10 marked in-class writing assignments in this course. All of these will be done in the class. In addition, you will be given homework form time to time to help practice the skills you learn in class,. Anyone wanting extra practice should see me about additional work.

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

The in-class assignments must be completed and handed in during the class in which they are given. The take-home assignments must be submitted at the <u>beginning</u> 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, you will be assessed a late penalty of 10% per day for late assignments. Assignments submitted three <u>working</u> days after the due date will receive comments but no grade.

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'll 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 0005
- comparing and contrasting programs at BCIT
- reviewing your exam performance and setting study objectives
- editing other student's work
- presenting an individual, 5-10 minute oral presentation explaining how to operate s 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**. You'll work with one or two partners to locate, discuss, 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

Class	Topic	Language Skills	Structure	Progress
Sept 14	Getting to Know Students in Technical Programs	DESCRIBING students in a technical college	• sentence structure	Activity 1 2 & 3: Module 1
Sept 16	Getting to Know Students in Technical Programs	Assignment #1 Writing a description paragraph	• type of sentences • incomplete sentences • types of fragments • writing paragraphs	Activity 4-7
Sept 21 & 23	Getting to Know Students in Technical Programs	DESCRIBING COMPARING Assignment #2: writing a comparison paragraph	• main idea sentences • supporting details • adjective clauses of function and appearance	Activity 8-11
Sept 28 & 30	Getting to Know Your Campus	Comparing BCIT's schools Assignment#3: Writing a comparison paragraph	• -conjunctions	Module 2 Activity 2-4
Oct 5 & 7	Describing a BCIT Facility	Comparing Post-Secondary Institutions Writing Assignment #4 Writing a comparison paragraph	• common sentence patterns used in comparing and contrasting	Activity 5-7

Class	Topic	Language Skills	Structure	Progress
Oct 14	Evaluating your progress: Evaluating your midterm, and setting goal for the term Stating your program reference: pre-test for Module 3	• identifying strengths • identifying problems (gaps) • setting goals (solutions) • using tables to plan and organizing your writing Assignment 5: rewrite the comparison and contrast paragraph	• language of evaluation • subject verb agreement • editing • punctuation-reviewing all language skills learned to date - parallelism • expressions of opinion	midterm result Module 3 P 1-16
Oct 19	Mid Term Exam			
Oct 21 & 26	Step 1: classifying information to clarify your choices: Classifying programs at BCIT	• using the language of classification • using the graphics of classification • using the passive voice when classification Assignment #6 Writing a classification paragraph	• classification language • passive voice and active voice • parallel structure	Module 3 P7-21
Oct 28 & Nov 2	Sept 2: Defining your criteria and stating your personal preferences Step 3: Formulating research questions	• choosing criteria • interviewing for information • Assignment#7 Stating your criteria and preference	• indirect questions • direct questions • stating cause and effect • making transitions within the body	Module 3 Video Step 2 P22-45 Activity 38 Step 3 p42-45 Activity 9

Class	Topic	Language Skills	Structure	Progress
Nov 4 & 9	Step 4: Using resources to gather information How to write instructions	• previewing resources materials • writing a list of instructions • defining problems • recommending solutions Assignment #8 Writing a sequencing paragraph	• conjunctive adverbs-liking • sequencing phrasing • instructions	Module 3 resource materials-BCIT Activity 10-15 p46-67
Nov 16 & 18	Step 5: Making and justifying your decision Oral presentations	Assignment #9 writing a paragraph to implementing your decisions	• using cause and effect language • justifying • parallel structures	Module 3 Activity 16-17 p68-77
Nov 23 & 25	Step 6: Planning how to implement your decision Oral presentations	• writing a cause and effect statement with because • stating personal preferences Assignment # 10 Writing cause and effect paragraphs	• review of all language structures learned	Module 3 Activity 18 P 78-79
Nov 30	Review and final Exam			