# British Columbia Institute of Technology

## Comm 0004

### Introduction to BCIT for EAL Students

CRN 19211

Mon. to Thurs.   1:00 pm to 5:00 pm

Feb. 22 to March 29, 1999

DTC:   Rm #   483

Instructor:   Autumn Winter

PH:            683-0059

E-Mail:        TeaTesToy@home.com

# BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

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|---|---|---|---|
| **COURSE NAME** | Intro to BCIT for EAL Students | | |
| **COURSE NUMBER** | Comm 0004 | **DATE** Feb. 22 to Mar. 29 | |
| **TAUGHT TO** | Pre-entry | | |
| **DEPARTMENT** | Communication | | |
| **TERM** | Winter 99 | **HRS/WK** 16 | **CREDITS** N/A |
| **NO. OF WEEKS** | 5 | **TOTAL HOURS** 84 | |

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|---|---|---|---|
| **INSTRUCTOR** | Autumn Winter | **OFFICE** | N/A |
| **PHONE** | 683-0059 | | |

## PREREQUISITES

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.

## COURSE SUMMARY

COMM 0004 consists of 21 four-hour 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. Classes will include activities to promote these skills. You will be given principles and guidelines in each class, and then apply the principles in individual or group exercises. Successful completion of this course will prepare you Comm 0005.

## NOTE:

If you are planning to enroll in Comm 0005, you need to obtain a minimum of 65% in COMM 0004.

## EVALUATION

| | |
|---|---|
| Writing Assignments | 45 |
| Oral Presentation | 5 |
| Participation & Professionalism | 5 |
| Midterm | 20 |
| Final | 30 |

## 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.

- Complete all practice exercises ie. in-class activities, homework exercises

## REQUIRED TEXTS

**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

**Module 3** - Deciding On A Program In Technology, Business, And Trades.

An English-to-English dictionary.

## ASSIGNMENT POLICY

1.    You will complete a <u>minimum</u> of 9 marked writing assignments in this course.,

2.    You must complete all assignments to be eligible to pass this course. You will have two types of assignments: in-class or take-home. 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.

3.    If you miss an in-class assignment, it is your responsibility to arrange with the instructor to write it at another time under the instructor's supervision. If you fail to do so, you will receive a grade of zero for the assignment.

## COURSE OBJECTIVES

**Writing Skills**
Upon successful completion of this course, you will be able to:
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**
Upon successful completion of this course, you will be able to:
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. work effectively with others in group projects
5. use an English-to-English dictionary.

**Listening and Speaking Skills**
Upon successful completion of this course, you will be able to plan, organize, and deliver an effective oral presentation.

## EXAM SCHEDULE:

Mar. 10      Midterm Exam
Mar. 29      Final Exam

Oral Presentations will be scheduled in the last half of the course

# CLASS SCHEDULE, Classes 1 - 11

| CLASS | TOPIC | LANGUAGE SKILL | STRUCTURE |
|---|---|---|---|
| 1<br><br>(Feb. 22) | Getting to Know Each Other | Introduction to the course<br>Module 1<br>DESCRIBING<br><br>**Assignment #1** | -sentence structure<br>-types of sentences |
| 2 - 3<br><br>(Feb. 23, 24) | Getting to Know Students in Technical Programs | Module 1<br>DESCRIBING<br>EDITING<br><br>**Assignment #2** | -incomplete/incorrect sentences<br>-types of fragments |
| 4 - 6<br><br>(Feb. 25 – Mar. 1, 2) | Getting to Know the Class | Module 1<br>DESCRIBING<br>COMPARING<br><br>**Assignment #3** | -writing paragraphs<br>-main idea sentences<br>-supporting details |
| 7<br><br>(Mar. 3) | Finding out about BCIT | **Module 2**<br>COMPARING<br><br>**Assignment #4** | -prepositions<br>-order of adjectives<br>-comparative vocabulary<br>-subject/verb agreement<br>-countable/uncountable nouns |
| 8<br>(Mar. 4) | Thinking about your own future education | Module 2<br>COMPARING<br><br>**Assignment #5** | -outlining paragraphs<br>-structuring comparative paragraphs<br>    -side by side<br>    -point by point |
| 9 - 10<br>(Mar. 8, 9)<br><br>**11**<br>**(Mar. 10)** | Improving Your Study Skills<br><br>**Midterm Exam** | -reviewing all language skills learned to date<br><br>**Assignment #6** | -language of evaluation |

# CLASS SCHEDULE, Classes 12 - 21

| CLASS | TOPIC | LANGUAGE SKILL | STRUCTURE |
|---|---|---|---|
| 12<br><br>(Mar. 11) | Classifying Programs at BCIT | Module 3<br>CLASSIFICATION<br><br>**Assignment #7** | -classification language<br>-passive and active voice<br>-listing structures<br>-parallel structure |
| 13 - 15<br><br>(Mar. 15-17) | Making and Justifying Decisions | Module 3<br>INDIRECT SPEECH<br><br>**Assignment #8** | -indirect questions<br>-direct questions |
| 16 - 17<br><br>(Mar. 18, 22) | Making and Justifying Decisions, cont.<br><br>Preparing Oral Presentations | Module 3<br>SEQUENCING<br><br>**Assignment #9** | -language of sequencing |
| 18<br><br>(Mar. 23) | Giving Oral Presentations | Module 3<br>CAUSE AND EFFECT<br><br>**Assignment #10** | -language of cause and effect<br>-language of justification |
| 19 - 20<br><br>(Mar. 24, 25)<br><br>**(Mar. 29)** | Reviewing What You've Learned in Comm 0004<br><br>**Final Exam** | -review of all language structures learned | |