

MAY 11 1999

# **British Columbia Institute of Technology**

## **Comm 0004**

**Introduction to BCIT for EAL Students**

**CRN 25308**

**Mon. to Thurs. 8:30 am to 12:30 pm**

**April 12, 1999**

**DTC: Rm # 481**

**Instructor: Autumn Winter**

**PH: 683-0059**

**E-Mail: TeaTesToy@home.com**

## BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

<b>COURSE NAME</b>	Intro to BCIT for EAL Students		
<b>COURSE NUMBER</b>	Comm 0004	<b>DATE</b>	Apr. 12 to May 17
<b>TAUGHT TO</b>	Pre-entry		
<b>DEPARTMENT</b>	Communication		
<b>TERM</b>	Spring 99	<b>HRS/WK</b>	16 <b>CREDITS</b> N/A
<b>NO. OF WEEKS</b>	5	<b>TOTAL HOURS</b>	84

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<b>INSTRUCTOR</b>	Autumn Winter	<b>OFFICE</b>	N/A
<b>PHONE</b>	683-0059		

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### 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 minimum 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 beginning 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:

April 28	Midterm Exam
May 17	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  (Apr 12)	Getting to Know Each Other	Introduction to the course Module 1 DESCRIBING  <b>Assignment #1</b>	-sentence structure -types of sentences
2 - 3  (Apr 13, 14)	Getting to Know Students in Technical Programs	Module 1 DESCRIBING EDITING  <b>Assignment #2</b>	-incomplete/incorrect sentences -types of fragments
4 - 6  (Apr 15, 19, 20)	Getting to Know the Class	Module 1 DESCRIBING COMPARING  <b>Assignment #3</b>	-writing paragraphs -main idea sentences -supporting details
7  (Apr 21)	Finding out about BCIT	<b>Module 2</b> COMPARING  <b>Assignment #4</b>	-prepositions -order of adjectives -comparative vocabulary -subject/verb agreement -countable/uncountable nouns
8  (Apr 22)	Thinking about your own future education	Module 2 COMPARING  <b>Assignment #5</b>	-outlining paragraphs -structuring comparative paragraphs -side by side -point by point
9 - 10 (Apr 26, 27)  11 (Apr 28)	Improving Your Study Skills  <b>Midterm Exam</b>	-reviewing all language skills learned to date  <b>Assignment #6</b>	-language of evaluation

## CLASS SCHEDULE, Classes 12 - 21

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
12 (Apr 29)	Classifying Programs at BCIT	Module 3 CLASSIFICATION  <b>Assignment #7</b>	-classification language -passive and active voice -listing structures -parallel structure
13 - 15 (May 3., 4, 5)	Making and Justifying Decisions	Module 3 INDIRECT SPEECH  <b>Assignment #8</b>	-indirect questions -direct questions
16 - 17 (May 6, 10)	Making and Justifying Decisions, cont.  Preparing Oral Presentations	Module 3 SEQUENCING  <b>Assignment #9</b>	-language of sequencing
18 (May 11)	Giving Oral Presentations	Module 3 CAUSE AND EFFECT  <b>Assignment #10</b>	-language of cause and effect -language of justification
19 - 20 (May 13, 14)  (Mar. 29)	Reviewing What You've Learned in Comm 0004  <b>Final Exam</b>	-review of all language structures learned	