

## BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME: INTRODUCTION TO BCIT FOR EAL STUDENTS  
COURSE NUMBER: COMM 0004 DATE: 1999 Jul 26 to 1999 Aug 31  
TAUGHT TO: Pre-Entry  
DEPARTMENT: Communication  
TERM: Summer 1999 HRS/WK: 16  
CREDITS:  
NO. OF WEEKS: 6 TOTAL HOURS: 84

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INSTRUCTOR: Ann Tompkins

OFFICE:

OFFICE HOURS: By Appointment

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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 classification, cause and effect, comparison and contrast, and process descriptions. 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 the reading, speaking, 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 COMM 0005.

### 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. All of these will be done in the class. In addition, you will be given homework from time to time to help you practice the skills you learn in class. 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 three working days 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. To get a full 5 % for professionalism and participation, you'll have to

- submit all assignments on time or obtain an extension before 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 Attendance Policy

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 (page 3, 1995/96 Fulltime Calendar).

## REQUIRED TEXTS AND EQUIPMENT

Comm 0004 Module 1:

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

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 handwritten assignments and group work, you'll need

- 3-hole lined 8-1/2 by 11" notepaper
- pen, black or blue ink only
- liquid paper or other means of making corrections neatly
- 3 write-on overheads
- 1 fine-tipped water-soluble felt pen

## 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 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, eg 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 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.

## CLASS SCHEDULE (to Mid-Term)

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1	Getting to Know Students in Technical Programs	Introduction to Course Technical Style	-elements of technical style writing
2		Activity 1, Module 1 DESCRIBING a student in a technical college	
3	Getting to Know Students in Technical Programs	Activity 2,3,4, Module 1 DESCRIBING Students	sentence structure -types of sentences -incomplete/incorrect sentences  -writing paragraphs -main ideas and supporting details
4		Activity 5 and 6, Module 1 DESCRIBING Students  <b>Assignment #1 and #2, Writing a Description Paragraph</b>	
5	Getting to Know Your Campus	Activity 1,2,3, Module 2 DESCRIBING Facilities	prepositions of place and position -order of adjectives -ed/ing adjectives -comparative adjectives
6		<b>Assignment #3, Writing Comparison Paragraphs</b>	
7	Getting to Know Your Campus	Activity 4,5,6,7, Module 2 DESCRIBING and COMPARING facilities	-sentence patterns -subject/verb agreement -side by side and point by point structure -comparing features
8		<b>Assignment #5 - Writing Comparison Paragraphs</b>	
9	<b>MID-TERM EXAM</b>	Activity 9,10, Module 1 Preparing a Profile of the Class, COMPARING statistics	-comparing statistical information
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## CLASS SCHEDULE (to Final)

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
11	Improving Your Study Skills	REVIEWING & EVALUATING  Assignment #5 – Evaluating Mid-Term and setting goals for term	
12	Finding Out about BCIT	COMPARISON	
13 14	Deciding on a Program	Activity 1,2, Module 3, CLASSIFYING	-classification phrasing -parallel structure -active/passive voice
15	Deciding on a Program	Assignment #6 - Writing a Classification Paragraph  Preparing for Oral Presentations  Assignment #7 - Previewing Oral Presentation	
16		Module 3, INSTRUCTIONS	
17 18		Module 3, INSTRUCTIONS  Assignment #8 - Writing Instructions  CAUSE AND EFFECT	-sequencing phrasing -imperative tense -instructions  -conditional verbs
19	Reviewing What you Have Learned in Comm 0004	Assignment #9 - Writing Cause and Effect	- review of all language structures learned
20	Giving and Oral Presentation	Assignment #10 - Writing an Evaluation	
21	FINAL EXAM		