BCIT COMMUNICATION DEPARTMENT

COURSE OUTLINE

Course Name: **TECHNICAL COMMUNICATION SKILLS FOR
SECOND LANGUAGE STUDENTS**

Course Number: **COMM 0004**

Instructor: **PATRICIA SACKVILLE**

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

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COURSE NAME: TECHNICAL COMMUNICATION SKILLS FOR SECOND
LANGUAGE STUDENTS

COURSE NUMBER: COMM 0004   **DATE:** Sept 14 - Nov 25 1999

TAUGHT TO: Pre-Entry

DEPARTMENT: Communication

TERM: Fall 1999   **HRS/WK:** 8

CREDITS: N/A

NO. OF WEEKS: 11   **TOTAL HOURS:** Eighty-four

INSTRUCTOR: Patricia Sackville

OFFICE: SW3 4705   **OFFICE HOURS:** By Appointment

PHONE: 451-7044 (SACK)

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 cover areas such as description, comparison and contrast, classification and cause and effect. 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.

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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 exams.

In-class assignments must be completed and handed in during the class in which they are given. 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 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.

REQUIRED TEXTS AND EQUIPMENT

Comm 0004 Module 1:

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

Comm 0004 Module 2:

> <u>Getting To Know Your Campus and What it has to Offer You as Students in Technology, Business, and Trades.</u>

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
- 2 fine-tipped water-soluble felt pens

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
-**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.

BCIT POLICIES

As a BCIT student, you should familiarize yourself with the following BCIT policies and the procedures used in applying these policies:

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. See the Full-time Calendar for more information.

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 - an environment free from harassment and discrimination. See the Full-time Calendar.

Other policies, including Reassessment and Appeal Policy and Freedom of Information Policy are outlined in the Full-time Calendar. Check with your Program Head if you have any questions about policies that are specific to your program.

CLASS SCHEDULE (to Mid-Term)

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1 & 2	Getting to Know Students in Technical Programs	Introduction to Course Technical Style Writing Description	• elements of technical style writing
3 & 4	Getting to Know Students in Technical Programs	Module 1 Describing Students	• sentence structure • types of sentences • incomplete/incorrect sentences • writing paragraphs • main ideas and supporting details •
5 & 6	Getting to Know Your Campus	**Assignment # 1 & # 2, Writing a Description Paragraph** Module 2 Describing Facilities and Comparing	• prepositions of place and position • order of adjectives • ed/ing adjectives • comparative adjectives
7 & 8	Getting to Know Your Campus	Module 2 Describing Facilities and Comparing **Assignment # 3, Writing Comparison Paragraphs**	• sentence patterns • subject/verb agreement • side by side and point by point structure • comparing features
9	Review	Review	
10	Mid-Term Exam		

CLASS SCHEDULE (to Final)			
CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
11 & 12	Improving Your Study Skills Finding Out about BCIT	REVIEWING & EVALUATING **Assignment # 4, Evaluating Mid-term and setting goals** COMPARISON **Assignment # 5, Writing Comparison Paragraphs**	
13 & 14	Deciding on a Program	CLASSIFYING	• classification phrase • parallel structure • active/passive voice
15 & 16	Deciding on a Program	**Assignment # 6, Writing a Classification Paragraph** Preparing for Oral Presentations **Assignment # 7, Previewing Oral Presentations**	
17 & 18		CAUSE AND EFFECT **Assignment # 8, Writing Cause and Effect**	• conditional verbs
19 & 20	Reviewing What You Have Learned in Comm 0004 Giving an Oral Presentation	**Assignment # 9, Interpreting Data Paragraph Assign** **Assignment # 10, Writing an Evaluation**	• review of all language structures learned
21	Final Exam		