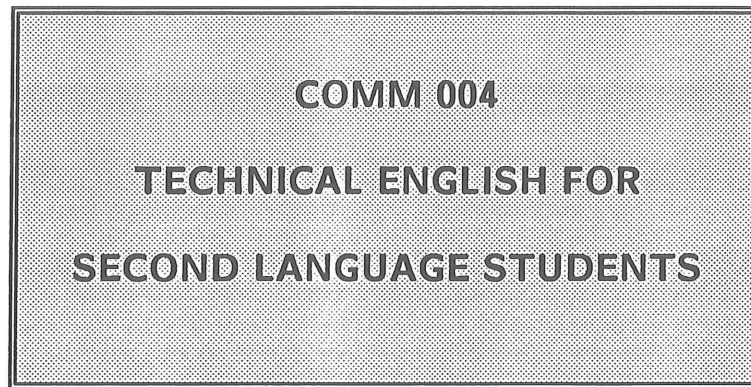


BCIT COMMUNICATION DEPARTMENT



RECEIVED
SEP 29 1998

IN: REF. DEPT. LIBRARY

Prepared by
Mary-Rose DeAtley and Dale Fitzpatrick
for
Academic Business Program Students
January 1993

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME	Technical English for Second Language Students			
COURSE NUMBER	Comm 004	DATE	Jan.5 - April 8, 1993	
TAUGHT TO	Academic Business Program			
DEPARTMENT	Communication			
TERM	Spring/93	HRS/WK	6	CREDITS N/A
NO. OF WEEKS	14	TOTAL HOURS	84	

INSTRUCTOR	Mary-Rose DeAtley	OFFICE	SW3-3765
OFFICE HOURS	By appointment	PHONE	434-5734, local 5882

COURSE SUMMARY

COMM 004 consists of 28 three-hour classes -- two days a week for 14 weeks. The course is designed to prepare you for study at BCIT. The course focuses on developing reading, writing, and speaking skills required for technical and business communication, with particular emphasis on writing skills. Classes will include activities to improve these skills. You will be given principles and guidelines in each class, and then apply the principles in individual or group exercises. The content for some of your exercises and assignments will be taken from your other courses in the Academic Business Program.

Successful completion of this course will prepare you for technology and career programs.

NOTE:

If you are planning to enrol in a fulltime program at BCIT, you need to obtain a minimum of 65% in COMM 004. Some programs require a 70% (C), and others require a 75% (C+) in 004. Check with Admissions for more information about prerequisites.

COMM 004 Outline

EVALUATION

Assignments	50
Oral Presentation	5
Exercises & Quizzes	10
Participation & Professionalism	5
Midterm	10
Final	20
	<hr/>
	100 %

Your evaluation for this course includes a 5% grade for professionalism and participation. To get a full 20% 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 MATERIALS

- 3-ring binder
- 3 hole, lined 8 1/2 x 11 notepaper or white bond
- pen (black or blue ink only)
- liquid paper or other means of making corrections neatly
- reference texts which will be announced during the term

REQUIRED TEXTS

Sentence Skills: A Workbook for Writers - Form C (4th Ed.) John Langan.
McGraw Hill: Toronto, 1991.

Effective Writing. Course Manual, Communication Department, BCIT.

An English-to-English dictionary. I recommend the Oxford Advanced Learner's Dictionary.

Your instructor will also ask you to bring to class textbooks from other courses in your Academic Business Program.

ASSIGNMENTS

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.

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.

COURSE TOPICS

In addition to the topics listed in the Course Schedule, you will also be doing other activities in class, including:

- self-sustained silent writing of paragraphs, memos, and letters
- oral exercises
- spelling exercises
- vocabulary building exercises
- skimming and scanning
- dictations
- reading comprehension exercises
- editing and proofreading exercises.

COURSE OBJECTIVES

WRITING SKILLS

Upon successful completion of this course, you will be able to:

1. identify basic grammatical parts of a sentence
2. write sentences that are clear, concise, and grammatically correct
3. identify and correct spelling errors
4. identify and correct common ESL errors in grammar
5. organize paragraphs effectively
6. organize and develop your ideas effectively in written assignments
7. write routine letters and memos
8. 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. effectively use library facilities for research and study
4. use an English-to-English dictionary.

LISTENING AND SPEAKING SKILLS

Upon successful completion of this course, you will be able to:

1. increase your listening comprehension
2. improve the grammatical correctness of your speech
3. plan, organize, and deliver an effective oral presentation.

COURSE SCHEDULE

Week 1	WRITING	<ul style="list-style-type: none"> • The planning and writing process - EW • Subjects and verbs pp. 9-17-SS • Subject-verb agreement pp. 69-76-SS
	STUDY SKILLS	<ul style="list-style-type: none"> • Working in groups
Week 2	WORD USE	<ul style="list-style-type: none"> • Spelling improvement pp. 205-212-SS
	WRITING	<ul style="list-style-type: none"> • The planning and writing process EW • Verb tenses - pp.81-87-SS • Tense agreement pp.77-80-SS
	READING	<ul style="list-style-type: none"> • Reading course material
Week 3	STUDY SKILLS	<ul style="list-style-type: none"> • Using library research facilities: Library tour
	READING	<ul style="list-style-type: none"> • Skimming and Scanning • Improving reading efficiency
Week 4	MECHANICS	<ul style="list-style-type: none"> • Commas pp. 178-189-SS
	READING	<ul style="list-style-type: none"> • Finding the main idea • Reading comprehension
	VOCABULARY BUILDING EXERCISES	
Week 5	WRITING	<ul style="list-style-type: none"> • Sentence patterns pp. 378-387-SS • Sentence focus - EW • Fragments and run-ons pp. 18-48-SS
Week 6	WRITING	<ul style="list-style-type: none"> • Sentence combining EW • Editing and proofreading • Pronouns
Week 7	MIDTERM EXAM	
	WRITING	<ul style="list-style-type: none"> • Sentence combining (cont'd) • Pronoun reference, agreement and point of view pp. 105-115-SS
Week 8	WRITING	<ul style="list-style-type: none"> • Words - EW + pp. 238-248-SS • Misplaced and dangling modifiers pp. 88-98-SS
Week 9	WRITING	<ul style="list-style-type: none"> • Improving reader access -EW • Parallel structure pp. 99-104-SS
	MECHANICS	<ul style="list-style-type: none"> • Apostrophes pp. 158-166-SS

Week 10	MECHANICS	•	Capital letters pp. 141-149-SS
	WRITING	•	Improving reader access - EW
	SPEAKING SKILLS	•	Planning your oral presentation
Week 11	WRITING	•	Patterns of paragraph development
		•	Articles: self-study module
		•	Adjectives + adverbs pp. 129-135-SS
	WORD USE	•	Dictionary use pp. 196-204-SS
Week 12	WRITING	•	Organizing and writing effective paragraphs - EW + handouts
	ORAL PRESENTATIONS	•	Part 1
Week 13	WRITING	•	Organizing and writing effective paragraphs (cont'd)
	ORAL PRESENTATIONS	•	Part 2
Week 14	STUDY SKILLS	•	Preparing for and writing exams

FINAL EXAM