

BCIT COMMUNICATION DEPARTMENT

*Marlene Allard
Lutynshi*

COURSE OUTLINE: COMM 004

**TECHNICAL ENGLISH FOR
SECOND LANGUAGE STUDENTS**

*Tuesday &
Thursday
6 - 10 P.M.*

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Prepared by

Dale Fitzpatrick

for

Pre-Entry Students

January 1993

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

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|----------------------|--|--------------------|-----------------------|--------------------|
| COURSE NAME | Technical English for Second Language Students | | | |
| COURSE NUMBER | Comm 004 | DATE | Jan.12 - Mar.18, 1993 | |
| TAUGHT TO | Pre-entry | | | |
| DEPARTMENT | Communication | | | |
| TERM | Spring/93 | HRS/WK | 8 | CREDITS N/A |
| NO. OF WEEKS | 10 | TOTAL HOURS | 80 | |

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|---------------------|-----------------|---------------|----------|
| INSTRUCTOR | To Be Announced | OFFICE | |
| OFFICE HOURS | By appointment | PHONE | 434-5734 |

COURSE SUMMARY

COMM 004 consists of 20 four-hour classes -- two evenings a week for 10 weeks. This course is designed to prepare students whose first language is not English 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 improve 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 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 | 15 |
| Midterm | 10 |
| Final | 20 |

REQUIRED MATERIALS

- 3-ring binder
- 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. The Oxford Advanced Learner's Dictionary is a good choice.

ASSIGNMENTS

You will complete a minimum of 10 marked writing assignments in this course, in addition to other unmarked writing exercises and reading exercises. 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.

PROFESSIONALISM

Attendance will be taken at each class and an absence will be excused only if it has been explained in advance to the instructor's satisfaction. You are also required to arrive on time for classes.

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. write effective summaries of reports and articles
4. organize paragraphs effectively
5. organize and develop your ideas effectively in written assignments
6. write routine letters and memos
7. 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. take effective notes from written course materials
5. prepare successfully for exams
6. work well with others in group projects.

LISTENING AND SPEAKING SKILLS

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

1. plan, organize, and deliver an effective oral presentation
2. take effective notes from lectures.

The letters SS stand for Sentence Skills. The letters EW stand for Effective Writing. The letters RSS stand for Reading & Study Skills.

| COURSE SCHEDULE COMMUNICATION 004 | |
|--------------------------------------|--|
| Class 1 | Diagnostic Testing: Grammar & Writing Skills |
| Class 2,3,4 112 | <p>MECHANICS: Apostrophes - pp.158-166: SS ✓ class 4</p> <p>WORD USE: • Spelling Improvement ✓ class - 4 - 1st 40 words, 210</p> <p>pp.205-212: SS</p> <p>WRITING: • The planning & writing process - EW 344</p> <p>• Subjects and verbs pp.9-17: SS ✓</p> <p>• Standard English verbs - pp.49-57 ✓</p> <p>STUDY SKILLS: • Working in groups</p> <p>• Surveying your textbooks</p> |
| Class 5,6 26, 33 | <p>WRITING SKILLS <i>dependent clauses</i></p> <p>• Irregular verbs - pp.58-66: SS ✓</p> <p>• Tense agreement - pp.77-80: SS ✓</p> <p>• Subject/verb agreement - pp.69-76: SS ✓</p> <p>• Fragments & run-ons - pp.18-48: SS ✓</p> <p><i>p 31 review the dr</i></p> <p>READING: • Finding the main idea</p> <p>STUDY SKILLS: • Working in groups</p> |
| Class 7,8,9 24, 9 | <p>MECHANICS: Commas - pp.178-189: SS ✓</p> <p>WRITING: • Sentence focus - EW</p> <p>• Achieving emphasis - EW</p> <p>• Sentence patterns - pp.378-387: SS</p> <p>• Sentence combining - EW</p> <p>READING: • Finding main ideas & supporting details — writing 3.5</p> |

**COURSE SCHEDULE
COMM 004**

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|-------------------------------------|--|
| Class 10 ✓ | MIDTERM (2 HOURS) WRITING: Sentence Combining |
| Class 11,12,13 ✓ ↓ ↓ 16 18 23 | WRITING: <ul style="list-style-type: none"> • Sentence combining (cont'd) • Words - EW and pp.238-248: SS • Pronouns - pp.115-128: SS ✓ READING: <ul style="list-style-type: none"> • Skimming/Scanning STUDY SKILLS: <ul style="list-style-type: none"> • Taking notes |
| Class 14,15 35 37 March | WRITING: <ul style="list-style-type: none"> • Improving reader access - EW • Misplaced & dangling modifiers - p.88-98:SS • Parallel structure - pp.99-104: SS SPEAKING SKILLS: <ul style="list-style-type: none"> • Planning your oral presentation + Take 15 minutes READING SKILLS: <ul style="list-style-type: none"> • Reading from graphics |
| Class 16,17 4 9 | MECHANICS: Capital letters - pp.141-149: SS WRITING: <ul style="list-style-type: none"> • Patterns of paragraph development - handouts • Organizing and writing effective paragraphs EW + handouts • Writing summaries STUDY SKILLS: <ul style="list-style-type: none"> • Using library research facilities: library tour done |

**COURSE SCHEDULE
COMM 004**

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|-------------|---|
| Class 18 11 | WRITING: <ul style="list-style-type: none"> • Adjectives & adverbs - pp.129-135: SS • Editing & proofreading ORAL PRESENTATIONS: Part One |
| Class 19 16 | ORAL PRESENTATIONS: Part Two STUDY SKILLS: Preparing for & Writing Exams - RSS |
| Class 20 18 | Final Exam |

In addition to the above topics, other activities will be carried out in class, including:

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