

**BCIT COMMUNICATION DEPARTMENT**

**COMM 004**

**TECHNICAL ENGLISH FOR ENGLISH AS  
AN ADDITIONAL LANGUAGE STUDENTS**

**INSTRUCTOR: Nargis Abraham**  
**OFFICE: SW3 3735**

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**July, 1993**

**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

<b>COURSE NAME</b>	Technical English for English as an Additional Language Students		
<b>COURSE NUMBER</b>	Comm 004	<b>DATE</b>	July 19 - August 17, 1993
<b>TAUGHT TO</b>	Pre-entry		
<b>DEPARTMENT</b>	Communication	<b>CLASSROOM</b>	SW3 4745
<b>TERM</b>	Summer/93	<b>HRS/WK</b>	20
<b>NO. OF WEEKS</b>	5	<b>TOTAL HOURS</b>	88
		<b>CREDITS</b>	N/A
<b>INSTRUCTOR</b>	Nargis Abraham	<b>OFFICE</b>	SW3 3735
<b>OFFICE HOURS</b>	By appointment	<b>PHONE</b>	434-5734 local 5881

**COURSE SUMMARY**

COMM 004 consists of 22 four-hour classes -- five evenings a week for four and a half 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 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 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: Summer 1993

**EVALUATION**

Writing Assignments	50
Oral Presentation	5
Exercises & Quizzes	15
Midterm	10
Final	20

**REQUIRED MATERIALS**

- 3-ring binder
- pen (black or blue ink only)

**REQUIRED TEXTS**

1. Sentence Skills: A Workbook for Writers - Form C (4th Ed.) John Langan.  
McGraw Hill: Toronto, 1991.
2. Effective Writing. Course Manual, Communication Department, BCIT.
3. An English-to-English dictionary.

**ASSIGNMENT POLICY**

1. You will complete a minimum of 10 marked writing assignments in this course, in addition to other unmarked writing exercises and reading exercises.
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. Assignments may be handwritten in black or blue ink or wordprocessed.
4. 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.
5. Unless you have obtained an extension, you will be assessed a late penalty of 10% per day for late assignments. Assignments submitted three working days after the due date will receive comments but no grade.

## PROFESSIONALISM AND PARTICIPATION

- 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.

## 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. write routine letters and memos
6. 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 effectively with others in group projects
7. use an English-to-English dictionary.

### 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. improve the grammatical correctness of your speech.

The letters SS stand for your textbook, Sentence Skills. The letters EW stand for your textbook, Effective Writing.

<p style="text-align: center;"><b>COURSE SCHEDULE: SUMMER 1993</b> <b>COMMUNICATION 004</b></p>
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Class 1

Diagnostic Testing: Grammar & Writing Skills

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Class 2

- **Introduction to the course, classmates, & instructor**
- **Purchasing texts**

**WRITING:**

- Writing a letter
- Identifying subjects and verbs pp.9-17: SS

**STUDY SKILLS:**

- Surveying your textbooks
- Working in groups

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Class 3,4,5

**MECHANICS:**

- Apostrophes - pp.158-166:SS

**WORD USE:**

- Spelling Improvement - pp.205-212:SS

**WRITING**

- The planning & writing process-Unit 1: EW
- Identifying subjects and verbs
- Tense agreement - pp.77-80: SS
- Verb tenses - pp.81-87: SS + handouts
- Irregular verbs - pp.58-65: SS

**STUDY SKILLS:**

- Working in groups

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**COURSE SCHEDULE: SUMMER 1993**  
**COMM 004**

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Class 14,15

- WRITING:**
- Improving reader access - Unit 5: EW
  - Misplaced & dangling modifiers - pgs.88-98:SS
  - Parallel structure - pp.99-104: SS

- STUDY SKILLS:**
- Taking notes (handouts)

- SPEAKING SKILLS:**
- Impromptu oral presentations

- WORD USE:**
- Using a dictionary - pp.196-204: SS

**DELIVERING ORAL PRESENTATIONS**

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Class 16,17

- WRITING:**
- Patterns of paragraph development - Unit 4: EW
  - Organizing & writing effective paragraphs - Unit 4: EW

- MECHANICS:**
- Capital letters - pp.141-149: SS

- READING:**
- Reading from graphics - handouts

**DELIVERING ORAL PRESENTATIONS**

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Class 18

- WRITING:**
- Writing paragraphs (continued)
  - Adjectives & adverbs - pp.129-135: SS

**DELIVERING ORAL PRESENTATIONS**

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Class 19

- WRITING:**
- Editing and proofreading exercises
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**COURSE SCHEDULE: SUMMER 1993**  
**COMM 004**

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Class 20

**STUDY SKILLS:** • Preparing for & Writing Exams  
Unit 3: RSS

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Class 21

**FINAL EXAM**

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

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