

JUL 26 1999

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME	Technical English for Second Language Students			
COURSE NUMBER	Comm 0004	DATE	January 11 to April 14, 1994	
TAUGHT TO	Academic Business Program			
DEPARTMENT	Communication			
TERM	Winter 94	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

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 classification, cause and effect, comparison and contrast, and process descriptions. Classes will include lessons on specific grammatical structures; follow-up activities include the reading, speaking, writing, and listening tasks requiring the use of these structures. The content for most of your exercises and assignments will be taken from your other courses in the Academic Business Program. A grade of 65% in this course meets the prerequisite for COMM 0005.

EVALUATION

Writing assignments	40%
Speaking skills	15% (10% class reporting, 5% oral presentation)*
Midterm Exam	15%
Final Exam	30%

*The class reporting mark (10%) is based on short oral reports you will give to explain your group's answer to exercises done in each class. You will be called upon to report at least once a week.

*The oral presentation mark (5%) is based on a 10 minute individual presentation you will give on a topic related to BCIT.

REQUIRED MATERIALS

1. Course text: BCIT full-time calendar
2. English to English dictionary
3. 3-ring binder to keep handouts and exercises given in the class

LEARNING OUTCOMES

By the end of this course, you should be able to speak, listen, read and write at a level which will allow you to proceed into 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
- 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
- define terms
- sequence items
- compare and contrast information
- edit and proofread
- work in co-operative groups

COURSE ASSIGNMENTS

You will write a minimum of 11 graded assignments for this course. The content of these assignments will be taken from your other courses in the Academic Business Program. All of these will be done in 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.

IN-CLASS EDITING

We will spend time in class editing the mistakes students make in assignments. Also, you will often proofread and edit classmate's writing as part of the class work.

ACTIVITIES

Activities you will do in order to learn the language skills include:

- *surveying and describing your classmates
- *interpreting charts and graphs of your survey
- *describing a product
- *sequencing the steps of gaining admission to the ABP
- *comparing and contrasting computer systems
- *defining the fields of business
- *describing the marketing process
- *reviewing you exam performance and setting study objectives

CLASS SCHEDULE

WEEK	LANGUAGE SKILL	STRUCTURE
1	INTRODUCTION DEFINING	Adjective clauses Phrases of function and appearance
2	CLASSIFICATION	Linking and passive sentences
3	DESCRIBING	Simple present tense Conjunctions
4	SEQUENCING	Sequencing phrasing Instructions
5	COMPARING AND CONTRASTING	Conjunctions Like, as Articles Quantifiers Complex sentences
6	INTERPRETING DATA DRAWING CONCLUSIONS DESCRIBING A PROCESS	Subject/verb agreement Conjunctive adverbs Linking words and phrases
7	MIDTERM EXAM	
8	REVIEWING AND EVALUATING	Reviewing all language skills learned to date
9	GENERALIZING GIVING SPECIFIC EXAMPLES	Fragments and run-ons Punctuation
10	CAUSE AND EFFECT	Sentence structure
11	JUSTIFYING PREFERENCES	Expressions of opinion
12	SPEAKING TO A GROUP JUDGING AND RECOMMENDING	Pronunciation Stress/intonation Phrases of suggestion Modals
13	WRITING SUMMARIES REVIEW FOR EXAM	Parallelism Reviewing all language structures learned
14	FINAL EXAM	