

SEP - 7 2000

BCIT COMMUNICATION DEPARTMENT

COURSE OUTLINE

Course Name: COMMUNICATION 0004

Instructor: Mary-Rose De Atley

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

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COURSE NAME: INTRODUCTION TO BCIT FOR EAL STUDENTS
COURSE NUMBER: COMM 0004 **DATE:** Sept. 13-Dec. 15
TAUGHT TO: Academic Business Program
DEPARTMENT: Communication
TERM: Fall, 1994 **HRS/WK:** Six
CREDITS: N/A
NO. OF WEEKS: Fourteen **TOTAL HOURS:** Eighty-four

INSTRUCTOR: Mary-Rose De Atley **OFFICE:** SW2 214

OFFICE HOURS: By Appointment **PHONE:** 434-5734

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 learn about the programs offered at BCIT. As you read, write, and talk about these programs, you'll cover areas such as classification, cause and effect, comparison and contrast, and process descriptions.

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. 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.

Successful completion of this course will give you the speaking, writing, reading, and listening skills you need to succeed in COMM 0005.

EVALUATION

Writing assignments	45%
Speaking skills	10%
Midterm Exam	15%
Final Exam	25%
Professionalism and Participation....	5%

EVALUATION

The class reporting mark 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 is based on a 5-10 minute individual presentation you will give on a topic related to BCIT.

- 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

The only text you'll need to buy for this course is the BCIT fulltime calendar. You will not need to buy a textbook for this course; you'll be given handouts for each topic. To keep your handouts and assignments, you'll need a

- 3-ring binder

For your handwritten assignments, 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
- a stapler.

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
- define terms
- 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
- sequencing** the steps of gaining admission to the ABP
- comparing** and **contrasting** programs at BCIT
- reviewing** your exam performance and setting study objectives
- editing** other students' work
- evaluating** job opportunities for graduates of different BCIT programs
- presenting** an individual, 10-minute oral on a topic related to the ABP
- assessing** and **giving feedback** on your classmates' oral presentations

COURSE ASSIGNMENTS

You will write a minimum of 11 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.

COURSE ASSIGNMENTS

In-class assignments must be completed and handed in during the class in which they are given. Any 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. Unless you have obtained an extension before the due date, you will be assessed a late penalty of 10 % per day for late assignments. Assignments received three working days after the due date will receive comments but no grade.

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.

CLASS SCHEDULE

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1	Placement Test		
2	Getting to know the class	CLASSIFYING	-linking & passive sentences -classification vocabulary
3	Orientation to BCIT	DESCRIBING	-simple present tense -conjunctions
4	Admission to BCIT	SEQUENCING	-sequencing phrasing -Instructions
5 & 6	Business Technology	COMPARING AND CONTRASTING	-conjunctions -Like, As... -articles -quantifiers -complex sentences
7	Computer Technology	DEFINING TERMS	-adjective clauses -phrases of function and appearance
8		INTERPRETING DATA DRAWING CONCLUSIONS	-subject/verb agreement -conjunctive adverbs
9, 10	Engineering and Trades	DESCRIBING A PROCESS	-linking words and phrases
11	Midterm Exam		-reviewing all language skills learned to date
12 & 13	Study Skills	REVIEWING EVALUATING	
14	Health Technology	GENERALIZING CAUSE & EFFECT	-sentence structure -fragments & run-ons -punctuation
15		SUMMARIZING MAKING PREDICTIONS	

16	Employment	EVALUATING	-parallelism
17		JUSTIFYING PREFERENCES	-expressions of opinion
18 & 19	Oral Presentations	SPEAKING TO A GROUP	-pronunciation
20		JUDGING & RECOMMENDING	-stress/intonation -phrases of suggestion - modals -conditional tense
21	Review		-review of all language structures learned
22	Final Exam		