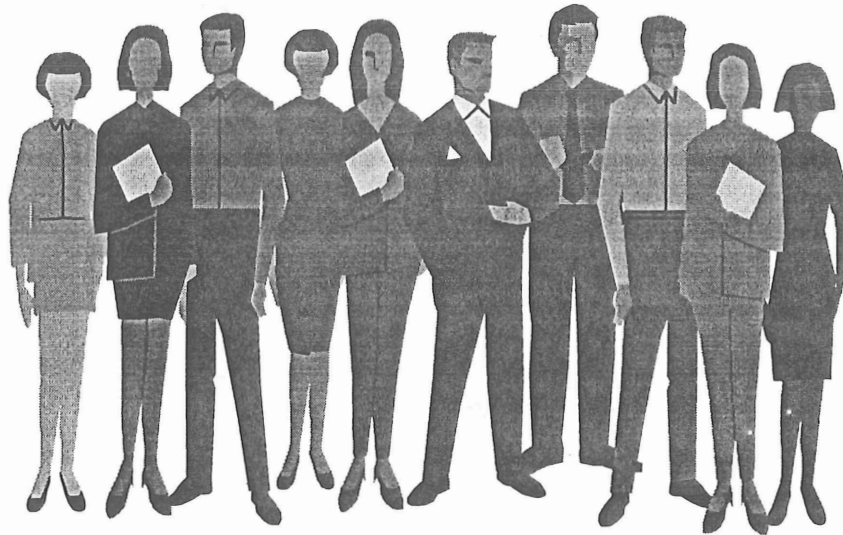


BCIT COMMUNICATION DEPARTMENT

COURSE OUTLINE



COMM 0004

**INTRODUCTION TO BCIT
FOR STUDENTS OF
ENGLISH AS AN ADDITIONAL LANGUAGE**

INSTRUCTOR: Kathy McTaggart

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME: INTRODUCTION TO BCIT FOR EAL STUDENTS
COURSE NUMBER: COMM 0004 **COURSE DATES:** Apr. 11 - June 22, 1995
TAUGHT TO: BCIT Pre-Entry Students
DEPARTMENT: Communication
TERM: Spring 1995 **HOURS/WEEK:** 8
CREDITS: N/A
NO. OF WEEKS: 11 **TOTAL HOURS:** Eighty-eight

INSTRUCTOR: Kathy McTaggart
OFFICE: SW2, Room 214 now **OFFICE HOURS:** By Appointment Only
new room to be announced
PHONE: 434-5734, Local 8861 (leave a message) now
new phone number to be announced

COURSE DESCRIPTION

areas topics
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 descriptions of processes. 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 reading, speaking, writing, and listening tasks requiring the use of these structures. A grade of 65% in this course is 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%
Oral presentation	10%
Midterm Exam.....	15%
Final Exam.....	25%
Professionalism and Participation.....	5%

EVALUATION (cont.)

Oral Presentation Mark

The oral presentation mark is based on a 7-10 minute individual presentation you will give on a topic of your choice. You should choose a topic that teaches your fellow students and me how to **do** something.

Professionalism and Participation Mark

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 instructor 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 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 in-class assignments, you'll need:

- 3-hole lined 8-1/2" x 11" notepaper
- a pen (black or blue ink only)
- liquid paper or other means of making corrections neatly

I encourage you to try word-processing any assignments you do at home. You will have to do this when you come to BCIT as a fulltime student; now is a good time to become familiar with the process and equipment. If you don't have a computer at home, computers are available for student use in the basement of the BCIT Library. Please ask me if you need some help getting started.

RECOMMENDED REFERENCE TEXTS

You'll want to have a good English-to-English dictionary. The **Collins Cobuild** is a good choice. I strongly recommend you bring your English dictionary to each class if you want to improve your spelling, vocabulary, and comprehension. A grammar reference book is also useful. I will suggest a few during the course.



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 such as classification trees, tables, and flow charts
- 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 registering for Comm 0004
- **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 **explaining** how to operate a simple piece of equipment
- **assessing** and **giving feedback** on your classmates' oral presentations

COURSE ASSIGNMENTS

You will write a minimum of 11 graded assignments for this course. Most 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 if you wish to receive credit for the course.

COURSE ASSIGNMENTS (cont.)

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 also learn more in groups as you teach and support each other.
2. **Peer-editing.** We will spend the first part of some classes editing student writing. As well, you'll sometimes 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 instructor.
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 SKILLS	STRUCTURES
1	Placement Test		
2	Getting to know the class	CLASSIFYING GENERALIZING	-general overview and introduction
3	Orientation to BCIT Engineering	DESCRIBING	-linking & passive sentences -classification vocabulary -simple present tense
4,5	Business	COMPARING AND CONTRASTING	-conjunctions -"like, as" -articles -quantifiers -complex sentences
6,7	Computing Electrical and Electronic	DEFINING TERMS DEFINING AND CLASSIFYING DEFINING AND COMPARING	-adjective clauses -phrases of function and appearance
8	Admission to BCIT	SEQUENCING	-sequencing phrasing -instructions
9	Health Sciences	CAUSE & EFFECT	-sentence structure -fragments & run-ons -punctuation
10	Midterm Exam		
11	Study Skills	REVIEWING EVALUATING	-reviewing all language skills learned to date
12	Engineering Trades Training	CAUSE & EFFECT (continued) DESCRIBING A PROCESS	-linking words and phrases

CLASS SCHEDULE (CONTINUED)

CLASS	TOPIC	LANGUAGE SKILLS	STRUCTURES
13,14	Computing	<p>INTERPRETING DATA</p> <p>EVALUATING</p> <p>JUDGING & RECOMMENDING</p> <p>DRAWING CONCLUSIONS</p>	<p>-subject/verb agreement</p> <p>-conjunctive adverbs</p> <p>-parallelism</p> <p>-phrases of suggestion; modals</p> <p>-conditional tense</p> <p>-conjunctive adverbs</p>
15	Health Sciences	SUMMARIZING	<p>-finding the main idea</p> <p>-writing main idea sentences</p>
16,17	Employment	<p>JUSTIFYING PREFERENCES</p> <p>MAKING PREDICTIONS</p>	-expressions of opinion
18,19,20	Oral Presentations	SPEAKING TO A GROUP	<p>-pronunciation</p> <p>-stress/intonation</p>
21	Review		-review of all language structures learned
22	Final Exam		