

JUL 26 1999

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME: Technical English as a Second Language

COURSE NUMBER: Comm 005

DATE: Mon/Wed: Sept. 13 to Nov. 29

(Mon Oct. 11 is a holiday)

TAUGHT TO: Pre-entry

DEPARTMENT: Communication

TERM: Fall 1993

HRS/WK: Eight

CREDITS: N/A

NO. OF WEEKS: Eleven

TOTAL HOURS: Eighty-eight

INSTRUCTOR: Patricia Sackville

OFFICE: SW 3765

OFFICE HOURS: By Appointment

PHONE: 434-5734 local 5388

COURSE DESCRIPTION

If your first language is not English, and your language skills need upgrading before you can enrol in COMM 004, this course is for you. It includes the speaking, listening, writing, and reading skills needed to carry out writing and speaking tasks in COMM 004 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; follow-up activities include the reading, speaking, writing, and listening tasks requiring the use of these structures. A grade of 65% in this course meets the prerequisite for COMM 004.

COURSE GRADING

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 5-10 minute individual presentation you will give on a topic related to BCIT.

COURSE MATERIALS

1. Course Text: BCIT full time calendar
2. Reference text: English to English dictionary
(I strongly recommend you bring this dictionary to each class if you want to improve your spelling, vocabulary and comprehension).
3. You will need a 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 004.

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

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.

IN-CLASS EDITING

We will spend the first part of each class editing student writing. Additionally, you will often proofread and edit classmate's writing as part of the class work.

CLASS SCHEDULE

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1	Diagnostic	CLASSIFYING	-linking & passive sentences -classification vocabulary
2	Getting to know the class		
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 -subject/verb agreement -conjunctive adverbs
8		INTERPRETING DATA DRAWING CONCLUSIONS	
9, 10	Engineering and Trades	DESCRIBING A PROCESS	-linking words and phrases
11	Midterm Exam	REVIEWING EVALUATING	-reviewing all language skills learned to date
12 & 13	Study Skills		
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		

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 005
- 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