BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
COURSE OUTLINE
COMMUNICATION 005
TECHNICAL ENGLISH AS AN ADDITIONAL LANGUAGE

SCHEDULE: Tuesday and Thursday   TERM: Fall
             6:00 pm to 10:00 pm
             Sept. 14 to Nov. 25, 1993   CREDITS: N/A

INSTRUCTOR: Jean Jin   TOTAL HOURS: 88

OFFICE: SW3 3765   NUM. OF WKS: 11

PHONE: 434-5734 (8861 for messages) HRS/WK: 8

COURSE DESCRIPTION

COMM OO5 includes the listening, reading, speaking and writing 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 including the reading, speaking, writing, and listening tasks requiring the use of these structures. A grade of 65% in this course plus a successful entrance exam meet the prerequisite for COMM 004.

COURSE GRADING

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

* The class reporting mark (5%) 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 (10%) is based on a 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 recommend you bring this dictionary to each class if you want to improve your spelling, vocabulary and comprehension.)

3. If you would like to do grammar exercise at home for practice, you could buy the following book: Patricia Byrd, Beverly Benson: 1993, <u>Improving the Grammar of Written English (The handbook)</u>

4. 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 graphs
-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 grades 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 the mistakes students make in assignments. Additionally, you will often proofread and edit classmate's writing as part of the class work.

CLASS SCHEDULE

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1 2	Diagnostic Getting to know the class Admission to BCIT	SEQUENCING	•simple present tense •conjunctions •sequencing phrasing
3 4	Orientation to BCIT Elements of presentat-ion	CLASSIFICATION DESCRIBING	•classification vocabulary •linking and passive voice
5 6 7	School of Business	COMPARING AND CONTRASTING	•structures of comparison and contrast: •adjective/ preposition •correlative conjunctions •predicate structures •sentence/ connectors •adverbial clauses •verbal structures •complex sentences
8 9	Computer Technology	DEFINING INTERPRETING DATA DRAWING CONCLUSIONS	•adjective clauses •subject/verb agreement •parallel constructions
10 11	School of Engineering Technology	DESCRIBING A PROCESS	•simple past tense •complex sentences •connectors •using describing adjectives
12	Midterm Exam		•reviewing

13 14	School of Health Sciences	GENERALIZING CAUSE & EFFECT MAKING PREDICTIONS DRAWING CONCLUSIONS	●structural signals ●sentence connectors ●predicate structures
15 16	School of Trades	CATEGORIZING DEFINING	●categorization ●formulating definitions ●creating definitions ●writing extended definition
17 18 19	Career planning and future employment	EVALUATING JUSTIFYING PREFERENCES	●parallel constructions ●expressions of opinion
20 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 student's work

-evaluating job opportunities for graduates of different BCIT programs

-presenting an individual, 10-minute oral presentation about a topic related to BCIT.

-assessing and giving feedback on your classmates's oral presentations