

JUL 26 1999

BCIT COMMUNICATION DEPARTMENT

| |
|---|
| <p>COMM 005</p> <p>TECHNICAL ENGLISH FOR</p> <p>SECOND LANGUAGE STUDENTS</p> |
|---|

Prepared by
Mary-Rose De Atley
for
Academic Business Program Students
September, 1993

**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
COURSE OUTLINE
COMMUNICATION 005
TECHNICAL ENGLISH AS A SECOND LANGUAGE**

SCHEDULE: Tuesday and Thursday
1:30 PM to 4:30 PM
September 14 to December 16, 1993

NUMBER OF WEEKS: 14 weeks. **TOTAL HOURS:** 84 hours
CREDITS: N/A

INSTRUCTOR: Mary-Rose De Atley

OFFICE: SW 3765

OFFICE HOURS: By appointment

PHONE: 434-5734 Local 5882

COURSE DESCRIPTION:

Comm 005 includes the listening, reading, speaking and writing skills needed to continue with 004. This course includes intensive work on language learning strategies, speaking skills, error identification, sentence structure, guided writing, and paragraph writing. A grade of 65% in this class meets the prerequisite for COMM 004.

COURSE GRADING

| | |
|---------------------|--|
| Written 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.

COURSE MATERIALS

1. Course Text: BCIT full-time calendar
2. Reference text: English to English dictionary
3. COMMUNICATE WHAT YOU MEAN *by Carroll Washington Pollock*
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 graphics
- speak clearly and understandable, 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
- working in 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.

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 | |

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 your exam performance and setting study objectives