

COMM 0006

INTRODUCTORY TECHNICAL ENGLISH

Communication Department

January 1996

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME	<u>Introductory Technical English</u>		
COURSE NUMBER	<u>COMM 0006</u>	DATE	<u>January 1996</u>
PREPARED BY	<u>Dale Fitzpatrick</u>	TAUGHT TO	<u>Pre-entry</u>
DEPARTMENT	<u>Communication</u>		
DIVISION	<u>School of Computing and Academic Studies</u>		
TERM	<u>9601</u>	HRS/WK	<u>10</u>
NO. OF WEEKS	<u>15</u>	TOTAL HOURS	<u>150</u>

INSTRUCTORS	<u>Dale Fitzpatrick</u>	<u>SE8 210A</u>	<u>Local 6896</u>
	<u>Nargis Abraham</u>	<u>SW2 213</u>	<u>Local 5881</u>

OFFICE HOURS To be announced by each instructor

or by appointment
or speak to us on the phone. We're on voice mail, so you can leave
a message at any time. Leave your phone number, and we'll call you
back or drop by the office. If we're not at our desks, leave a
message. Tell us what you want to talk about and when you'll call
back.

PREREQUISITES

English 11 (P) or equivalent

COURSE SUMMARY

The purpose of this course is to prepare you for success at BCIT: to give you the reading, writing, speaking, listening, and study skills you'll need to enter a full-time program in engineering at BCIT. Classes will include activities to improve these skills. As well, all of these skills will be reinforced during a common lab hour with Physics 0309.

During weekly lectures, you will be given principles and guidelines for communicating effectively. You will apply the principles in group and individual exercises during tutorials and computer labs. During the combined Physics/Communication class, you'll get a chance to use your writing, reading, speaking, and listening skills to plan, conduct, and report on laboratory experiments.

Successful completion of this course will prepare you for technology and career programs.

BCIT PROGRAM REQUIREMENTS

To qualify for admission into a fulltime technology program at BCIT, you need to obtain a minimum of 65% in COMM 0006. Some programs require a 70% (C), and others require a 75% (C+) in 0006.

EVALUATION

Assignments	45
Physics lab write ups/exercises	5
Oral Presentations	10
Quizzes	5
Professionalism and Participation *	5
Midterm	10
Final	20

- * Your evaluation for this course includes a 5% grade for professionalism and participation. To get the 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 the absence the same way you would have to excuse yourself for not being able to come in to work
 - complete all exercises/write ups assigned during the common Physics/Communication lab
 - 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

Effective Writing. Course Manual, Communication Department, BCIT.

Reading & Study Skills. Course Manual, Communication Department, BCIT.

The Physics of Everyday Phenomena. W.T. Griffith. (WC Brown, 1992)

Physics 0309 Manual. Physics Department, BCIT.

An English-to-English dictionary. If you speak English as a second (or third) language, I recommend the *Oxford Advanced Learner's Dictionary of Current English*.

To keep your handouts and assignments, you'll need a

- 3-ring binder

You'll also need

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

You'll need at least two 3.5" diskettes for your work in the computer lab -- one for your work, and one for a back-up of your work. Bring your WORD manual to your Communication lab on Monday afternoons; you'll want to refer to it when wordprocessing your assignments.

REQUIRED TEXTS AND EQUIPMENT (CONTINUED)

For your oral work, you'll need

- a 1/2" videocassette tape
- at least three acetate overhead transparency sheets and water-soluble overhead transparency pens. You can buy these at the campus store --T'N'T.

REFERENCE TEXTS AND RECOMMENDED EQUIPMENT

If you would like a grammar book to refer to, buy Sentence Skills: A Workbook for Writers - Form C (4th Ed.) by John Langan.

ASSIGNMENT POLICY

1. You must complete all assignments -- practice and graded -- to be eligible to pass this course. You will have two types of assignments: in-class or take-home. The in-class assignments must be completed and handed in during the class in which they are given. The take-home assignments must be submitted at the beginning of class on the due date.
2. Sloppy assignments with a number of spelling and mechanical errors will not be accepted. Assignments may be hand-written in black or blue ink or word-processed.
3. Assignments may be handwritten in black or blue ink or wordprocessed, although by the second half of the course I expect all take-home writing assignments and the assignments completed in your computer lab will be wordprocessed. Use lined 8-1/2 by 11" notepaper or bond or computer printout AND tear off the holes. Leave 1" margins on all sides to make your work easier to read and mark. Write your name and set on the top right hand corner of each page to ensure you get proper credit for your work.
4. 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.
5. To be fair to students who work late into the night to complete assignments, you will be assessed a late penalty of 10% per day for late assignments. Assignments submitted three working days after the due date will receive comments but no grade.

ENGLISH AND COMMUNICATION LEARNING CENTRE (ECLC)

You may be required to attend the English and Communication Learning Centre to get extra help with your English skills.

ATTENDANCE

Your classroom at BCIT is your workplace. As in any workplace, you're expected to show up on time and attend regularly. If you are absent for any cause other than illness for more than 10 % of the time prescribed for the course, you will not be allowed to complete the course (See BCIT 1994-1995-96 Calendar, page 3).

TEACHING METHODS

We will be using teaching methods which have proven most effective for teaching communication to pre-entry and engineering technology students at BCIT.

1. **Collaborative Learning and Teamwork.** Just as in your other courses at BCIT, you will often be working in small groups. This will allow you to develop the interpersonal skills you need to succeed at BCIT. You will also learn more in groups as you teach and support each other.
In addition to working in the various small groups, you will be assigned to a learning group * consisting of three to five members. The responsibility of the group is to provide its members with the support, encouragement, and assistance they need to succeed in this course.
2. **Peer editing.** You'll work with one or two partners to locate, discuss, and correct errors in each other's work.
3. **Oral work.** You will be reporting orally to your group and to your instructor throughout the course. You will be explaining in your own words what you've learned in lectures and from your reading, and you will be talking about what you're going to write and what you've written. This oral reporting is an integral part of your communication course and will be graded.
4. **Critical thinking.** For each of your assignments in this course, you will be required to practise one of more of the following critical thinking skills:
 - defining your purpose for the communication task
 - identifying your assumptions and point of view
 - assembling and weighing the evidence
 - ensuring that the conclusions logically follow the evidence
 - deciding what to do or say and evaluating the consequences.

GROUND RULES FOR THE CLASSROOM

BCIT and its management, together with the unions on campus and your Student Association, are committed to providing an environment where the individual differences of all students and employees are valued and respected -- an environment free from harassment and discrimination.

I am offended by racist, sexist, heterosexist, ablist, anti-Semitic and other remarks that stereotype people as members of groups and express prejudices against them. I will object to any such remark that I hear in class, and you are welcome to do the same. If someone objects to a remark you have made, please clarify what you said (if you were misinterpreted) and apologize.

I realize that for most of us, including myself, it is a struggle to recognize our false assumptions and our hurtful behaviour. For example, many people occasionally say something that assumes that everyone else is like themselves, such as something that assumes that everyone shares their own ethnic or religious background, or something that assumes that everyone can walk or see. These remarks can make people present feel ignored or left out. An important part of your Effective Writing manual teaches you how to use language to include, rather than exclude others.

Please criticize points of view, opinions, statements, and behaviour; please do not criticize people.
DO NOT USE COARSE LANGUAGE IN THE CLASSROOM.

ADDITIONAL INFORMATION ON LEARNING GROUPS

The members of your learning group should exchange phone numbers and schedules so you can meet outside of class.

As a member of a learning group, you will have four major responsibilities:

1. Help, support, and encourage other group members to learn the course material. Provide feedback to the instructor on how well the members of the group are succeeding and on any problems they may have.
2. Make sure all the members get the work done on time and hand in all their assignments for marking. If members of your group arrive late or have to leave early, fill them in on what they missed.
3. Help members prepare for quizzes and exams. Discuss assignments, review work, and study together.
4. Help students in other groups when their group finishes an exercise ahead of another group.

To help you develop your problem-solving abilities, you will be expected to discuss any questions you have about course assignments with your group before resorting to asking the instructor for an answer.

All members are expected to contribute actively to the group, to maintain effective working relationships with each other, and to complete all assignments.

You will also be required to do in-class writing assignments on your own, and your instructor will clearly tell you which work you are to complete individually, without advice from other students.

COURSE OBJECTIVES: COMMUNICATION 0006

1. WRITING SKILLS

Upon successful completion of this course, you should be able to:

- 1.1 write sentences that are clear, concise, and grammatically correct
- 1.2 identify and correct spelling, grammar, and punctuation errors
- 1.3 write effective summaries of reports and articles
- 1.4 organize paragraphs effectively
- 1.5 organize and develop your ideas effectively in written assignments
- 1.6 write routine letters and memos
- 1.7 edit and proofread written assignments
- 1.8 use your writing skills to complete projects assigned in all of your BCIT courses.

2. READING AND STUDY SKILLS

Upon successful completion of this course, you should be able to:

- 2.1 read textbooks, handouts, and articles with greater comprehension and retention
- 2.2 identify main ideas and important details in reading assignments and lectures
- 2.3 effectively use library facilities for research and study
- 2.4 take effective notes from both written course materials and lectures
- 2.5 prepare successfully for exams
- 2.6 manage your time effectively
- 2.7 work effectively in groups to complete exercises and projects
- 2.8 use your communication skills to complete projects assigned in all of your BCIT courses.

3. LISTENING AND SPEAKING SKILLS

Upon successful completion of this course, you should be able to:

- 3.1 plan, organize, and deliver an effective oral presentation
- 3.2 increase your listening comprehension and improve speech clarity
- 3.3 participate effectively in small group discussions
- 3.4 use a variety of observer evaluation forms to give feedback on group discussions and individual presentations
- 3.5 give videotaped reports on assigned topics.

4. COMPUTER SKILLS

Upon successful completion of this course, you should be able to:

1. use a wordprocessing package to write, edit, and revise in-class and take-home assignments.

For each of these objectives, the level of competency required is that of a student entering first-year engineering at BCIT.

COURSE SCHEDULE

Week 1 Jan 4 - 5	Diagnostic Testing: Grammar, Reading & Writing Skills Find out about this course Get to know each other WRITING: Intro to the writing process - handouts
Weeks 2 & 3 Jan 8 - 12 Jan 15 - 19	WRITING: Subjects and verbs Standard English verbs Tense agreement Subject/verb agreement The planning and writing process - Unit 1: EW COMPUTER: Intro to Microsoft Word, your wordprocessing program MECHANICS: Apostrophes STUDY SKILLS: Studying course materials - Unit 1: RSS 0006/0309 LAB: Jan 9 - Density Jan 16 - Graphing
Weeks 4 & 5 Jan 22 - 26 Jan 29 - Feb 2	WRITING: Fragments & run-ons Sentence focus - Unit 2:EW MECHANICS: Commas READING: Strategies for active reading WORD USE: Improving your spelling STUDY SKILLS: Orientation to the BCIT library Thursday, Feb 1 - 12:30 to 2:30 pm 0006/0309 LAB: Jan 23 - Pendulum Jan 30 - Free fall

EW: Effective Writing

RSS: Reading and Study Skills

COURSE SCHEDULE

<p>Week 6 Feb 5 - 9</p>	<p>WRITING: Sentence patterns Sentence combining - Unit 2: EW</p> <p>READING: Finding main ideas and supporting details</p> <p>STUDY SKILLS: Organizing your time - Unit 4: RSS and handouts</p> <p>0006/0309 LAB: Feb 6 - Force Table</p>
<p>Week 7 Feb 12 - 16</p>	<p>WRITING: Sentence combining (cont'd) Words - Unit 3: EW</p> <p>STUDY SKILLS: Taking notes - Unit 2: RSS</p> <p>0006/0309 Lab: Feb 13 - Curve fit</p>
<p>Week 8 Feb 19 - 23</p>	<p>MIDTERM EXAM: You'll write your midterm exam on Monday, Feb 19 from 12:30 - 2:30.</p> <p>WRITING: Using language that is positive and "you-oriented" Pronouns</p> <p>SPEAKING SKILLS: Planning your oral presentation</p> <p>0006/0309 Lab: Feb 20 - Newton's Law</p>
<p>Weeks 9 & 10 Feb 26 - Mar 1 Mar 4 - 8</p>	<p>WRITING: Improving reader access - Unit 5: EW Misplaced & dangling modifiers Parallel structure</p> <p>READING: Skimming and scanning</p> <p>SPEAKING SKILLS: Impromptu oral presentations</p> <p>0006/0309 Lab: Feb 27 - Friction March 5 - Archimede's Principle</p>

COURSE SCHEDULE

SPRING BREAK: MARCH 11 - 15, 1996

<p>Week 11</p> <p>Mar 18 - 22</p>	<p>WRITING: Organizing and writing effective paragraphs Unit 5: EW</p> <p>Improving reader access --continued</p> <p>Adjectives and adverbs Modifiers</p> <p>SPEAKING: Planning & preparing oral presentations</p> <p>0006/0309 Lab: March 19 - _____</p>
<p>Week 12</p> <p>Mar 25 - 29</p>	<p>WRITING: Patterns of paragraph development - Unit 5: EW Capital letters</p> <p>SPEAKING: Oral presentations</p> <p>READING: Ways to improve your vocabulary</p> <p>0006/0309 Lab: March 26 - _____</p>
<p>Week 13</p> <p>April 1 - 4</p> <p><u>No class on Friday, Apr 5 - Good Friday</u></p>	<p>SPEAKING SKILLS: Oral presentations</p> <p>WRITING: Writing summaries</p> <p>WORD USE: Using dictionaries</p> <p>0006/0309 Lab: April 2 - _____</p>
<p>Week 14</p> <p>Apr 9 - 12</p> <p><u>No class on Mon, Apr 8: Easter Monday</u></p>	<p>STUDY SKILLS: Preparing for and writing exams - Unit 3: RSS</p> <p>WRITING: Editing, revising, & proofreading - Exercises</p> <p>0006/0309 Lab: No lab</p>
<p>Week 15</p>	<p>EXAM WEEK: APRIL 15 - 19, 1996</p>

OTHER ACTIVITIES

In addition to the above topics, other activities will be carried out in class, including:

- speaking and listening comprehension exercises
- impromptu oral presentations
- self-sustained silent writing of paragraphs, memos, and letters
- spelling exercises
- vocabulary building exercises
- skimming & scanning
- reading comprehension exercises
- editing & proofreading.