

OCT 08 2004

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME	Technical English for English as an Additional Language Students		
COURSE NUMBER	Comm 0005	DATE	Sept. 10 - Nov. 26, 1996
TAUGHT TO	Pre-entry	CREDITS	N/A
DEPARTMENT	Communication		
TERM	Fall 1996	HRS/WK	8
NO. OF WEEKS	11	TOTAL HOURS	88

INSTRUCTOR	Patti Derow	OFFICE	SW3 4705
OFFICE HOURS	by appointment	PHONE	451-7044

PREREQUISITES

Students in COMM 0005 must be at an advanced level of English. In the first class of this 88-hour course, you are given a placement test to determine eligibility.

COURSE SUMMARY

COMM 0005 consists of 22 four-hour classes. This course is designed to prepare students whose first language is not English for study at BCIT. The course focuses on developing reading, writing, speaking, and study skills required for technical and business communication, with particular emphasis on writing skills. Classes will include activities to promote these skills. You will be given principles and guidelines in each class, and then apply the principles in individual or group exercises.

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

NOTE:

If you are planning to enroll in a full-time program at BCIT, you need to obtain a minimum of 65% in COMM 0005. Some programs require a 70% (C), and others require a 75% (C+) in 0005. Check with Admissions for more information about prerequisites.

EVALUATION

Writing Assignments	50%
Oral Presentation	5%
Exercises & Quizzes	15%
Midterm	10%
Final	20%

PROFESSIONALISM AND PARTICIPATION

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 meet workplace standards, 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.
- Treat each other and your instructor with courtesy and consideration.
- Contribute to the success of your course by participating actively in every class.

REQUIRED MATERIALS

- 3-ring binder and lined paper;
- pen (black or blue ink only)

REQUIRED TEXTS

Effective Writing. Course Manual, Communication Department, BCIT.

An English-to-English dictionary.

ASSIGNMENT POLICY

1. You will complete a minimum of 11 marked writing assignments in this course, in addition to other unmarked writing exercises and reading exercises.
2. You must complete all assignments 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 the next class.
3. Assignments may be handwritten in black or blue ink or wordprocessed.
4. If you miss an in-class assignment, it is your responsibility to arrange with the instructor to write it 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. Unless you have obtained an extension, 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.

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 will also learn more in groups as you teach and support each other.
2. **Peer-editing.** You'll work with one or two partners to locate, discuss, 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 instructors.
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.

COURSE OBJECTIVES

Writing Skills

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

1. write sentences that are clear, concise, and grammatically correct
2. identify and correct spelling errors
3. organize paragraphs effectively
4. organize and develop your ideas effectively in written assignments
5. write routine letters and memos
6. edit and proofread written assignments.

Reading and Learning Skills

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

1. read textbooks, handouts, and articles with greater comprehension and retention
2. identify main ideas and important details in reading assignments and lectures
3. effectively use library facilities for research and study
4. take effective notes from written course materials
5. prepare successfully for exams
6. work effectively with others in group projects
7. use an English-to-English dictionary.

Listening and Speaking Skills

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

1. plan, organize, and deliver an effective oral presentation
2. improve the grammatical correctness of your speech.

The letters EW stand for Effective Writing.

COURSE SCHEDULE, FALL 1996 COMM 0005	
Class 1 Sept 10	Diagnostic Testing: Grammar & Writing Skills
Class 2 Sept 17	<ul style="list-style-type: none"> • Introduction to the course, classmates, & instructor • Purchasing texts <p>WRITING:</p> <ul style="list-style-type: none"> • Writing a letter • Identifying subjects and verbs <p>STUDY SKILLS:</p> <ul style="list-style-type: none"> • Surveying your textbooks • Working in groups
Class 3,4,5 Sept 19, 24,26 grammar quiz 1	<p>MECHANICS: • Apostrophes</p> <p>WORD USE: • Spelling Improvement</p> <p>WRITING</p> <ul style="list-style-type: none"> • The planning & writing process - Unit 1: EW • Identifying subjects and verbs • Tense agreement • Verb tenses • Irregular verbs <p>STUDY SKILLS: • Working in groups</p> <p>Assignment 1: completing a plan sheet Assignment 2: improving a letter</p>
Class 6,7 Oct 1, 3 grammar quiz 2	<p>MECHANICS: Commas</p> <p>WRITING:</p> <ul style="list-style-type: none"> • Fragments & run-ons • Subject/verb agreement • Sentence focus - Unit 2: EW • Achieving emphasis - Unit 2: EW <p>Assignment 3: writing a memo using active voice</p>

COURSE SCHEDULE, FALL 1996 COMM 0005	
Class 8,9,10 Oct 8, 10, 15 grammar quiz 3	<p>WRITING:</p> <ul style="list-style-type: none"> • Sentence patterns • Sentence combining - Unit 2: EW • Using articles - handouts <p>READING:</p> <ul style="list-style-type: none"> • Finding main ideas & supporting details - handouts <p>SPEAKING SKILLS</p> <ul style="list-style-type: none"> • Planning your oral presentation <p>Assignment 4: sentence-combining exercise Assignment 5: library research assignment</p>
Class 11 Oct 17	MIDTERM EXAM (2 HOURS)
Class 12,13 Oct 22, 24	<p>WRITING:</p> <ul style="list-style-type: none"> • Sentence combining (cont.) • Words - Unit 3: EW • Pronouns <p>SPEAKING SKILLS:</p> <ul style="list-style-type: none"> • Impromptu oral presentations <p>READING SKILLS:</p> <ul style="list-style-type: none"> • Skimming & Scanning <p>Assignment 6: memo on oral presentation</p>
Class 14,15 Oct 29, 31 grammar quiz 4	<p>WRITING:</p> <ul style="list-style-type: none"> • Improving reader access - Unit 5: EW • Misplaced & dangling modifiers • Parallel structure <p>STUDY SKILLS:</p> <ul style="list-style-type: none"> • Taking notes (handouts) <p>SPEAKING SKILLS</p> <ul style="list-style-type: none"> • Impromptu oral presentations <p>Assignment 7: writing a letter using hard information</p>

COURSE SCHEDULE, FALL 1996 COMM 0005	
Class 16,17 Nov 5, 7 grammar quiz 5	WRITING: <ul style="list-style-type: none"> Patterns of paragraph development - Unit 4: EW Improving reader access (continued) MECHANICS: <ul style="list-style-type: none"> Capital letters READING: <ul style="list-style-type: none"> Reading from graphics - handouts Assignment 8: writing paragraphs using lists
Class 18 Nov 12	WRITING: <ul style="list-style-type: none"> Organizing and writing effective paragraphs- Unit 4: EW WORD USE: <ul style="list-style-type: none"> Using a dictionary
Class 19 Nov 14	WRITING: <ul style="list-style-type: none"> Writing paragraphs (continued) Adjectives & adverbs Assignment 9: writing paragraphs
Class 20 Nov 19	WRITING: Editing and proofreading exercises DELIVERING ORAL PRESENTATIONS: PART ONE Assignment 10: writing a letter using headings
Class 21 Nov 21 grammar quiz 6	STUDY SKILLS: <ul style="list-style-type: none"> Preparing for & Writing Exams DELIVERING ORAL PRESENTATIONS: PART TWO Assignment 11: improving reader access in a letter
Class 22 Nov 26	FINAL EXAM

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

- using articles
- prepositions
- self-sustained silent writing of paragraphs, memos, and letters
- spelling exercises
- vocabulary building exercises
- skimming & scanning
- reading comprehension exercises
- editing & proofreading exercises