

OCT 22 2004

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME Technical English for English as an Additional Language
Students

COURSE NUMBER	Comm 0005	DATE	Jan. 18 - Apr. 19, 1997		
TAUGHT TO	Pre-entry				
DEPARTMENT	Communication				
TERM	January, 1997	HRS/WK	6	CREDITS	N/A
NO. OF WEEKS	14	TOTAL HOURS	84		

INSTRUCTOR	Patricia Sackville	OFFICE	SW3	4705
OFFICE HOURS	By appointment	PHONE	451-7044	

PREREQUISITES

Students in COMM 0005 must be at an advanced level of English. Before this 84-hour course, you are given a placement test to determine eligibility.

COURSE SUMMARY

COMM 0005 consists of 14 six-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.

COMM 0005 Outline: Winter 1997

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	10 %
Professionalism	5 %
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.

ATTENDANCE POLICY

Students who are absent for any cause, other than substantiated illness, for more than 10% of the time prescribed for the course/program may be prohibited from completing their program or courses.

REQUIRED MATERIALS

- 3-ring binder and lined paper;
- pen.

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 word processed.
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.

ADDITIONAL INFORMATION ON LEARNING GROUPS

The members of your 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.

BCIT POLICIES

As a BCIT student, you should familiarize yourself with the following BCIT policies and the procedures used in applying these policies:

Conduct and Attendance Policy: BCIT is committed to creating and maintaining an environment that is conducive to learning. In doing so, students are expected to conduct themselves appropriately at all times, respecting other people's rights, property, environment, health and safety, and are held responsible for their own and collective actions. See page 2 of the 1997-98 Full-time Calendar for more information about this policy.

Harassment and Discrimination Policy: BCIT and its management, together with the unions and the 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. See page a2 of the 1997-98 Full-time Calendar for more information about this policy.

This is not a complete list of all BCIT policies relating to students. Other policies, including Reassessment and Appeal Policy and Freedom of Information Policy are outlined in the 1997-98 Full-time Calendar. Check with your Program Head if you have any questions about policies that are specific to your program.

The letters EW stand for Effective Writing.

COURSE SCHEDULE: Jan. - Apr. 1997
COMMUNICATION 0005

January 11, 1997	Diagnostic Testing: Grammar & Writing Skills
Class 1 Jan. 18, 1997	<ul style="list-style-type: none"> ● Introduction to the course, classmates, & instructor ● Purchasing texts and materials
	<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"> ● Working in groups
Class 2 & 3 Jan. 25, 1997 Feb 1, 1997	<p>MECHANICS: Apostrophes</p> <p>WORD USE:</p> <ul style="list-style-type: none"> ● Spelling Improvement <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:</p> <ul style="list-style-type: none"> ● Working in groups <p>Assignment 1: completing a plan sheet</p> <p>Assignment 2: improving a letter</p>
grammar quiz 1	
Class 4 Feb. 8, 1997	<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 letter</p>
grammar quiz 2	

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COMM 0005

Class 5 & 6 Feb. 15, 1997 Feb. 22, 1997 grammar quiz 3	WRITING: <ul style="list-style-type: none"> ● Sentence patterns ● Sentence combining - Unit 2: EW ● Using articles - handouts READING: <ul style="list-style-type: none"> ● Finding main ideas & supporting details (handouts) SPEAKING SKILLS: <ul style="list-style-type: none"> ● Planning your oral presentations Assignment 4: using active voice Assignment 5: writing a mid-term assessment memo
Class 7 March 1, 1997	MIDTERM EXAM (2 HOURS)
Class 8 & 9 March 8, 1997 March 15, 1997	WRITING: <ul style="list-style-type: none"> ● Sentence combining (cont'd) ● Words - Unit 3: EW ● Pronouns SPEAKING SKILLS: <ul style="list-style-type: none"> ● Impromptu oral presentations READING SKILLS: <ul style="list-style-type: none"> ● Skimming & Scanning Assignment 6: improving a letter or memo
Class 10 March 22, 1997 group editing exercise 1	WRITING: <ul style="list-style-type: none"> ● Improving reader access - Unit 5: EW ● Misplaced & dangling modifiers ● Parallel structure STUDY SKILLS: <ul style="list-style-type: none"> ● Taking notes (handouts) SPEAKING SKILLS: <ul style="list-style-type: none"> ● Impromptu oral presentations Assignment 7: writing a letter

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Class 11 March 29, 1997 group editing exercise 2	<p>WRITING: ● Patterns of paragraph development - Unit 4: EW ● Improving reader access (continued)</p> <p>MECHANICS: Capital letters</p> <p>READING: ● Reading from graphics - handouts</p>
Class 11 - continued	<p>WRITING: ● Organizing and writing effective paragraphs - Unit 4: EW</p> <p>WORD USE: ● Using a dictionary</p> <p>Assignment 8: writing paragraphs</p>
Class 12 April 5, 1997	<p>WRITING: ● Writing paragraphs (continued) ● Adjectives & adverbs</p> <p>Assignment 9: writing paragraphs</p>
Class 12 - continued	<p>WRITING: ● Editing and proofreading exercises ● Writing paragraphs (continued)</p> <p>DELIVERING ORAL PRESENTATIONS: PART ONE</p> <p>Assignment 10: writing an oral assessment memo</p>
Class 13 April 12, 1997 group editing exercise 3	<p>STUDY SKILLS: Preparing for & Writing Exams</p> <p>DELIVERING ORAL PRESENTATIONS: PART TWO</p> <p>Assignment 11: writing a course assessment letter</p>
Class 14 April 19, 1997	<p style="text-align: center;">REVIEW & FINAL EXAM (3 hours)</p>

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.