BCIT COMMUNICATION DEPARTMENT

COURSE NAME: TECHNICAL ENGLISH FOR ENGLISH
AS AN ADDITIONAL LANGUAGE STUDENTS (EAL)

SW1 2590
CRN 20623

COURSE NUMBER: COMM 0005

INSTRUCTOR: Marlene Allard-Lutynski

British Columbia Institute of Technology

COURSE NAME	Technical English for English as an Additional Language Students				
COURSE NUMBER	Comm 0005	**DATE** April 10 - June 24 ,1997			
TAUGHT TO	Pre-entry				
DEPARTMENT	Communication				
TERM	Spring 1997	**HRS/WK**	8	**CREDITS**	N/A
NO. OF WEEKS	11	**TOTAL HOURS**	88		

INSTRUCTOR	Marlene Allard	**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 writing, reading, speaking, and listening skills required for BCIT full-time programs. Sentence and paragraph development, reading comprehension, speaking, study and grammatical skills are emphasized. Learn how to revise your work and practice proofreading for major errors in sentence structure, grammar and vocabulary. 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:

> A grade of 65% in this course equals a "P" in English 12. A grade of 70% equals a "C" in
> English 12. A grade of 75% or better meets the prerequisites for technologies (a "C+" in
> English 12). 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 <u>minimum</u> 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 <u>beginning</u> 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 <u>working</u> 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.

BCIT POLICIES

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

Conduct and Attendance Policy: BCIT is committed to creating and maintaining an environment that is conducive to learning. To achieve this, 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 2 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.**

The letters EW stand for Effective Writing

COURSE SCHEDULE, SPRING 1997 COMM 0005	
Class 1 April 10	Diagnostic Testing: Grammar & Writing Skills

Class 2
April 15
	• **Introduction to the course, classmates, & instructor**
	• **Purchasing texts**
	
	WRITING: • Writing a letter
	              • Identifying subjects and verbs
	
	STUDY SKILLS: • Surveying your textbooks
	            • Working in groups

Class 3,4,5
April 17,22,24
 	
grammar quiz 1
	MECHANICS: • Apostrophes
	
	WORD USE: • Spelling Improvement
	
	WRITING • The planning & writing process - Unit 1: EW
	                     • Identifying subjects and verbs
	                     • Tense agreement
	                     • Verb tenses
	                     • Subject-Verb agreement
	
	STUDY SKILLS: • Working in groups
	ORAL SKILLS: Planning an oral presentation.
	Assignment 1: writing a plan and a letter of request

Class 6,7
April 29 & May 1
	MECHANICS: Commas
	
	WRITING: • Fragments & run-ons
	              • Verb Tenses and Passive Voice
	              • Sentence focus - Unit 2: EW
	              • Achieving emphasis - Unit 2: EW
	ORAL SKILLS Presenting in a group
	                    Preparing and offering feedback
	Assignment 2: writing a plan and a memo of request
	Assignment 3: writing about presentations

	COURSE SCHEDULE, SPRING1997 COMM 0005		
Class 8,9,10,11 May 6,8,13,15 grammar quiz 2	**WRITING:** **READING:** Assignment 4: writing a memo on oral presentation video Assignment 5: sentence combining and using active voice.	• • • •	Sentence patterns Sentence combining - Unit 2: EW Using articles - handouts Finding main ideas & supporting details - handouts
Class 12 May 20	**MIDTERM EXAM (2 HOURS)**		
Class 13,14 May 22,27	**WRITING:** **SPEAKING SKILLS:** **READING SKILLS:** Assignment 6: writing a letter using 'hard' information	• • • • •	Sentence combining (cont'd) Words - Unit 3: EW Pronouns Oral presentations begin (2 students per class) Skimming & Scanning
Class 15, 16 May 29 &June 3	**WRITING:** **STUDY • SKILLS:** **SPEAKING SKILLS** Assignment 7: writing a letter using headings	• • • •	Improving reader access - Unit 5: EW Misplaced & dangling modifiers Parallel structure Taking notes (handouts and video) Impromptu oral presentations

COURSE SCHEDULE, SPRING 1997 COMM 0005	
Class 17, 18 June 5 &10 grammar quiz 3	**WRITING:** • Patterns of paragraph development - Unit 4: EW • Improving reader access (continued) **MECHANICS:** • Capital letters **READING:** • Reading from graphics - handouts Assignment 8: writing a memo using lists
Class 19 June 12	**WRITING:** • Organizing and writing effective paragraphs- Unit 4: EW **WORD USE:** • Using a dictionary Assignment 9: writing a letter using headings and lists (on library video)
Class 20 June 17	**WRITING:** • Writing paragraphs (continued) • Adjectives & adverbs Assignment 10: writing main idea sentences and using signposts
Class 21 June 19	**WRITING:** Editing and proofreading exercises Preparing for and writing exams Assignment 11: writing paragraphs
Class 22 June 24	**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.