

FEB 18 1997

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME Introductory Technical English
COURSE NUMBER COMM 0006 **DATE** January 1997
PREPARED BY Dale Fitzpatrick, Kathy McTaggart, Patricia Sackville
DEPARTMENT Communication
DIVISION School of Computing and Academic Studies
TERM 9701 **HRS/WK** 10
NO. OF WEEKS – 15 **TOTAL HOURS** 150

INSTRUCTORS Kathy McTaggart **SW2 253** office/voicemail: 6891
Patricia Sackville **SW2 262** office: 7066
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OFFICE HOURS To be announced by each instructor, or by appointment, or call us. We're on voice mail, so you can leave a message at any time. Leave your phone number, and we'll call you 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 full-time 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.

Physics 0309 Manual. Physics Department, BCIT.

An English-to-English dictionary. If you speak English as a second (or third) language, we 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 word-processing your assignments.**

For your oral work, you'll need overhead transparency (OHT) sheets and water-soluble OHT pens.

REFERENCE TEXT

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 on the due date.
2. Assignments may be hand-written 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.
3. 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.

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 calendar).

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.
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 working orally 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.
4. **Critical thinking.** For each of your assignments in this course, you will be required to practise one or 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.

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 proof-read 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 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 word-processing 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.

WINTER 1997 COURSE SCHEDULE

Week 1 Jan 6 - 10	Diagnostic Testing: Grammar, Reading & Writing Skills Find out about this course Get to know each other WRITING: Introduction to the writing process
Weeks 2 & 3 Jan 13 - 17 Jan 20 - 24	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 word-processing program MECHANICS: Apostrophes STUDY SKILLS: Studying course materials - Unit 1: RSS 0006/0309 LAB: In each tutorial, you will be working on that week's Physics lab topic: Jan 14 - _____ Jan. 21 - _____
Weeks 4 & 5 Jan 27 - 31 Feb 3 - 7	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 Date TBA 0006/0309 LAB: Jan 28 - _____ Feb 4 - _____

EW: Effective Writing

RSS: Reading and Study Skills

COURSE SCHEDULE (cont.)

<p>Week 6 Feb 10 - 14</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 11 - _____</p>
<p>Week 7 Feb 17 - 21</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 18 - _____</p>
<p>Week 8 Feb 24 - 28</p>	<p>MIDTERM: You'll write your midterm exam during this week.</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 25 - _____</p>
<p>Weeks 9 & 10 Mar 3 - 7</p> <p>SPRING BREAK MAR 10 - 14</p> <p>Mar 17 - 21</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: March 4 - _____ March 18 - _____</p>

EW: Effective Writing
RSS: Reading and Study Skills

COURSE SCHEDULE (cont.)

<p>Week 11 Mar 24 - 27</p> <p>No class on Friday, March 28 (Good Friday)</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 25 - _____</p>
<p>Week 12</p> <p>No class on Monday, March 31 (Easter Monday)</p> <p>Apr 1 - 4</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: April 1 - _____</p>
<p>Week 13</p> <p>April 7 - 11</p>	<p>SPEAKING SKILLS: Oral presentations</p> <p>WRITING: Writing summaries</p> <p>WORD USE: Using dictionaries</p> <p>0006/0309 Lab: April 8 - _____</p>
<p>Week 14</p> <p>Apr 14 - 18</p>	<p>STUDY SKILLS: Preparing for and writing exams - Unit 3: RSS</p> <p>WRITING: Editing, revising, & proof-reading - Exercises</p> <p>0006/0309 Lab: No lab</p>
<p>Week 15</p>	<p>EXAM WEEK: APRIL 21 - 25, 1996</p>

EW: Effective Writing

RSS: Reading and Study Skills

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 & proof-reading.