

## BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

## COURSE OUTLINE

**COURSE NAME**     *Technical English for English as an Additional Language Students*

**COURSE NUMBER**     Comm 0005     **DATES**     January to March 1998

**DEPARTMENT**     Communication     **LEVEL**     Pre-entry

**TERM**     Winter 1998     **HRS/WK**     8

**NO. OF WEEKS**     11     **HOURS**     84

**INSTRUCTOR**     *Kathy McTaggart*     **OFFICE**     SW3 4705

**OFFICE HOURS**     by appointment     **PHONE**     451-7044

## COURSE SUMMARY

This course is designed to prepare students whose first language is not English for study at BCIT. The course focuses on developing the 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.

You will also practice revising your work and 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 and group exercises.

**NOTE:**

BCIT recognizes a grade of 65% in this course as equivalent to a "P" in English 12, a grade of 70% as a "C" in English 12, and a grade of 75% as a "C+" in English 12. Other institutions *may or may not* accept this course for English 12 equivalency. Check with *BCIT Admissions* for more information about prerequisites for BCIT diplomas, and with other institutions for transfer credit information.

## **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.

## **REQUIRED TEXTS**

*Effective Writing*. Course Manual, Communication Department, BCIT (available from bookstore).

An *English-to-English* dictionary. You may use this dictionary in exams and quizzes.

## TEACHING METHODS

We will be using teaching methods which have proven 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.

## EVALUATION

Writing Assignments .....	50
Oral Presentation .....	10
Exercises, Quizzes and Participation .....	5
Midterm .....	15
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 coworkers and supervisors.

To meet workplace standards, you'll have to

- Submit all assignments on time, or obtain extensions before deadlines
- Attend all classes, or explain an 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.

## ASSIGNMENT POLICY

1. You will complete a minimum of 10 marked writing assignments in this course, in addition to other exercises, both marked and unmarked, and short quizzes.
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. *Assignments submitted after other students have received their corrections and marks from the instructor will receive comments but no grade.*

## 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 the 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 Full-time Calendar.

<b>COURSE SCHEDULE, Winter 1998 COMM 0005</b>	
Class 0	<b>Diagnostic Testing: Grammar &amp; Writing Skills</b>
12/01/98 Class 1	<ul style="list-style-type: none"> <li>• Introduction to the course, classmates, &amp; instructor</li> <li>• Purchasing texts</li> </ul> <p><b>WRITING:</b></p> <ul style="list-style-type: none"> <li>• Writing a letter</li> <li>• Identifying subjects and verbs</li> </ul> <p><b>STUDY SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Surveying your textbook</li> <li>• Working in groups</li> </ul>
14/01/98 19/01/98 21/01/98 Class 2,3,4	<p><b>MECHANICS:</b></p> <ul style="list-style-type: none"> <li>• Apostrophes</li> </ul> <p><b>WORD USE:</b></p> <ul style="list-style-type: none"> <li>• Spelling Improvement</li> </ul> <p><b>WRITING:</b></p> <ul style="list-style-type: none"> <li>• The planning &amp; writing process - Unit 1: EW</li> <li>• Identifying subjects and verbs</li> <li>• Subject/Verb agreement</li> </ul> <p><b>STUDY SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Working in groups</li> </ul> <p><b>Assignment 1:</b></p> <ul style="list-style-type: none"> <li>• writing subject lines and purpose statements</li> </ul>
26/01/98 28/01/98 2/02/98 Class 5,6,7 Grammar quiz 1	<p><b>MECHANICS:</b></p> <ul style="list-style-type: none"> <li>• Commas -</li> </ul> <p><b>WRITING:</b></p> <ul style="list-style-type: none"> <li>• Fragments &amp; run-ons</li> <li>• Verb Tenses and Passive Voice</li> <li>• Sentence focus - Unit 2: EW</li> </ul> <p><b>SPEAKING SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Presenting in a group/ preparing and offering feedback</li> </ul> <p><b>Assignment 2:</b></p> <ul style="list-style-type: none"> <li>• writing a plan and a letter of request</li> </ul>
4/02/98 9/02/98 11/02/98 Class 8,9,10 Grammar quiz 2	<p><b>WRITING:</b></p> <ul style="list-style-type: none"> <li>• Sentence patterns - Unit 2:EW</li> <li>• Sentence combining</li> <li>• Using articles - handouts</li> </ul> <p><b>SPEAKING SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Finding main ideas and supporting details - (handouts)</li> </ul> <p><b>Assignment 3:</b></p> <ul style="list-style-type: none"> <li>• writing a memo</li> </ul> <p><b>Assignment 4:</b></p> <ul style="list-style-type: none"> <li>• sentence combining and using active voice</li> </ul>
16/02/98 Class 11	<b>MIDTERM EXAM</b>

\*The letters EW stand for Effective Writing.

<b>COURSE SCHEDULE, Winter 1998 (cont.)</b> <b>COMM 0005</b>		
18/02/98 23/02/98  Class 12,13	<b>WRITING:</b>	<ul style="list-style-type: none"> <li>• Sentence-combining (con't)</li> <li>• Words - Unit 3: EW</li> <li>• Pronouns</li> </ul>
	<b>READING SKILLS:</b>	<ul style="list-style-type: none"> <li>• <b>Skimming and scanning</b></li> </ul>
	<b>Assignment 5:</b>	<ul style="list-style-type: none"> <li>• writing a letter using 'hard' information</li> </ul>
25/02/98 2/03/98  Class 14,15	<b>WRITING:</b>	<ul style="list-style-type: none"> <li>• Improving reader access - Unit 5</li> <li>• Misplaced and Dangling Modifiers</li> <li>• Parallel Structure</li> </ul>
	<b>STUDY SKILLS:</b>	<ul style="list-style-type: none"> <li>• Taking notes (handout and video)</li> </ul>
	<b>SPEAKING SKILLS:</b>	<ul style="list-style-type: none"> <li>• Impromptu oral presentations</li> </ul>
	<b>Assignment 6:</b>	<ul style="list-style-type: none"> <li>• writing an oral presentation memo</li> </ul>
4/03/98 9/03/98 Class 16,17	<b>WRITING:</b>	<ul style="list-style-type: none"> <li>• Paragraph development - Unit 4 EW</li> <li>• Improving Reader Access (cont'd)</li> <li>• Parallel structure (cont'd)</li> </ul>
<b>Grammar quiz 3</b>	<b>Assignment 7:</b>	<ul style="list-style-type: none"> <li>• writing a memo using lists</li> </ul>
11/03/98  Class 18	<b>WRITING:</b>	<ul style="list-style-type: none"> <li>• Patterns of paragraph development</li> </ul>
	<b>WORD USE:</b>	<ul style="list-style-type: none"> <li>• Using a dictionary</li> </ul>
	<b>ORAL PRESENTATIONS, DAY 1</b>	
	<b>Assignment 8:</b>	<ul style="list-style-type: none"> <li>• writing a letter using headings and lists</li> </ul>
16/03/ 98  Class 19	<b>WRITING:</b>	<ul style="list-style-type: none"> <li>• Organizing and writing effective paragraphs</li> <li>• Adjectives &amp; adverbs</li> </ul>
	<b>ORAL PRESENTATIONS, DAY 2</b>	
	<b>Assignment 9:</b>	<ul style="list-style-type: none"> <li>• writing main idea sentences</li> </ul>
18/03/98  Class 20	<b>WRITING:</b>	<ul style="list-style-type: none"> <li>• Paragraphs cont'd</li> <li>• Editing and proofreading exercises</li> </ul>
	<b>STUDY SKILLS:</b>	<ul style="list-style-type: none"> <li>• Preparing for and writing exams</li> </ul>
	<b>ORAL PRESENTATIONS, DAY 3</b>	
	<b>Assignment 10:</b>	<ul style="list-style-type: none"> <li>• writing paragraphs</li> </ul>
23/03/98 Class 21	<b>FINAL EXAM (3 hours)</b>	

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.