

Marlene's

**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

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

**COURSE NUMBER** Comm 0005      **DATE** January 12 - February 9, 1998

**TAUGHT TO** Pre-entry

M-F

**DEPARTMENT** Communication

8:30-12:30

**TERM** Winter 1998      **HRS/WK** 20      **CREDITS** N/A

**NO. OF WEEKS** 4.5      **TOTAL HOURS** 88

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**INSTRUCTOR** Marlene Allard-Lutynski      **OFFICE** SW3-4705

**OFFICE HOURS** By appointment      **PHONE** 451-7044 (255273)

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**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 21 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	10
Participation & 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.
- Complete all practice exercises ie. in-class activities, homework exercises

### REQUIRED MATERIALS

- 3-ring binder and lined paper
- pen (black or blue ink only)
- 2 overhead transparency sheets
- 1 water- soluble felt 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.
6. You will be researching and developing a topic related to your technology and will be presenting this to the class.

### 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.

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, Winter 1998 COMM 0005	
3/5-01-98 Class 1	Diagnostic Testing: Grammar & Writing Skills
12/01/98 Class 2	<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>
13/01/98 14/01/98 15/01/98  Class 3,4,5	<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>Assignment 1: Planning a Letter and Audience</p>
16/01/98 19/01/98 20/01/98 Class 6,7,8	<p><b>MECHANICS:</b> Commas -</p> <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> Presenting in a group/ preparing and offering feedback</p> <p>Assignment 2: Planning a Memo</p> <p>Assignment 3: Memo on Oral Presentation Topic</p>

**COURSE SCHEDULE, Winter 1998  
COMM 0005**

21/01/98 22/01/98 23/01/98 Class 9,10,11  Grammar Quiz #1	<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>Assignment 4: Oral Presentation Video Memo Assignment 5: Memo - Mid-term Feedback</p>
26/01/98 Class 12	1 hour review  <p style="text-align: center;"><b>•MIDTERM EXAM</b></p>
27/01/98 28/01/98  Class 13,14	<p><b>WRITING</b></p> <p>Sentence-combining (con't) Words - Unit 3: EW Pronouns</p> <p><b>READING SKILLS</b>    <b>Skimming and scanning</b></p> <p>Assignment 6: writing a letter using 'hard' information</p>
29/01/98 30/01/98  Class 15,16	<p><b>WRITING:</b></p> <ul style="list-style-type: none"> <li>• Improving reader access - Unit 5</li> <li>• Misplaced and Dangling Modifiers</li> <li>• Parallel Structure</li> </ul> <p><b>STUDY SKILLS</b>    Taking notes <b>SPEAKING SKILLS</b>    Impromptu oral presentations</p> <p>Assignment 7: Headings</p>

COURSE SCHEDULE, Winter 1998 COMM 0005	
2/02/98 3/02/98 Class 17,18 Grammar Quiz #2	<b>WRITING:</b> <ul style="list-style-type: none"> <li>• Patterns of paragraph development - Unit 4 EW</li> <li>• Improving Reader Access (cont'd)</li> <li>• Parallel structure (cont'd)</li> </ul> Assignment 8: writing a memo using lists
4/02/98 Class 19	<b>WRITING:</b> <ul style="list-style-type: none"> <li>• Patterns of paragraph development Unit 4: EW</li> </ul> <b>WORD USE:</b> <ul style="list-style-type: none"> <li>• Using a dictionary</li> </ul> Assignment 9: writing a letter using headings and lists
5/02/98 Class 20	<b>WRITING:</b> <ul style="list-style-type: none"> <li>• Organizing and writing effective paragraphs</li> <li>• Adjectives &amp; adverbs</li> </ul> Assignment 10: Library Memo
6/02/98 Class 21	<b>WRITING:</b> Paragraphs cont'd Editing and proofreading exercises  <b>STUDY SKILLS</b> Preparing for and writing exams Assignment 11: writing paragraphs
9/02/98 Class 22	<b>FINAL EXAM</b> (3 hours)

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.