

JUN 01 1998

# **British Columbia Institute of Technology**

## **Comm 0005**

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

**CRN 20616**

**Tues. & Thurs. 1:30 pm to 4:30 pm**

**May 12 to Aug 18, 1998**

**DTC: Rm # 381**

**Instructor: Autumn Winter**

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## BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

<b>COURSE NAME</b>	Technical English for English as an Additional Language Students		
<b>COURSE NUMBER</b>	Comm 0005	<b>DATE</b>	May 12 to Aug. 18
<b>TAUGHT TO</b>	Pre-entry		
<b>DEPARTMENT</b>	Communication		
<b>TERM</b>	Ssummer 98	<b>HRS/WK</b>	6 <b>CREDITS</b> N/A
<b>NO. OF WEEKS</b>	14	<b>TOTAL HOURS</b>	84

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<b>INSTRUCTOR</b>	Autumn Winter	<b>OFFICE</b>	N/A
<b>PHONE</b>	683-0059		

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### PREREQUISITES

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

### COURSE SUMMARY

COMM 0005 consists of 28 three-hour classes. This course is designed to prepare students whose first language is not English, yet who have good writing and speaking skills, 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)

## REQUIRED TEXTS

**Writing for Success.** Course Manual, Communication Department, BCIT.

An English-to-English dictionary.

## ASSIGNMENT POLICY

1. You will complete a minimum of 10 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.

## LEARNING GROUPS

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 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 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. Check with your Program Head if you have any questions about policies that are specific to your program.

## Schedule

May 12, 14	Introductions – Overview of Organization
May 19, 21	Letter format – writing focus
May 26, 28	Planning – Subject/Verb Agreement
June 2, 4	Sentence Focus – Active Voice
June 9, 11	Sentences Structure/Combining
June 16, 18	Sentences Structure/Combining
June 23, 25	Review & <b>Midterm (June 25)</b>
June 25, July 2	Writing Style (plain, personal, concise, specific)
July 7, 9	Oral Presentations
July 14, 16	Oral Presentations
July 21, 23	Paragraph development
July 28, 30	Writing Effective Paragraphs
Aug 4, 6	Writing Effective Paragraphs
Aug 11, 13	Review – <b>Final Exam (August 13)</b>