

BCIT Communication Department

Course Outline

Course Name: Technical English for English as a
Second Language Students (EAL)

Course No.: COMM 0005

Instructor: Lynda Hadley

British Columbia Institute of Technology

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME	Technical English for English as an Additional Language Students		
COURSE NUMBER	Comm 0005	DATES	September 15 - December 17, 1998
DEPARTMENT	Communication		
HRS/WK	6	CREDITS	N/A
NO. OF WEEKS	14	TOTAL HOURS	84

INSTRUCTOR	Lynda Hadley	OFFICE	SW3 4705
OFFICE HOURS	by appointment	PHONE	451-7044

PREREQUISITES

Students in COMM 0005 must be at an advanced level of English.

COURSE SUMMARY

COMM 0005 consists of 28 3-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.

COMM 0005 Outline: July 1998

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
Quizzes	10
Revision Sheets and Homework	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.

REQUIRED MATERIALS

- 3-ring binder and lined paper;
- pen (black or blue ink only)

REQUIRED TEXTS

Writing for Success: Preparing for Business, Technology, Trades, and Career Programs
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. Your writing assignments grade will be based on your 10 best assignments.
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 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 working 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 WFS stand for *Writing for Success*.

COURSE SCHEDULE FALL 1998 COMM 0005		
Class 1, 2	INTRODUCTIONS: <ul style="list-style-type: none"> • to the course, classmates & instructor • Purchasing texts WRITING: <ul style="list-style-type: none"> • The writing process • Identifying subjects and verbs STUDY SKILLS: <ul style="list-style-type: none"> • Surveying your textbooks • Working in groups 	
Class 3, 4	WORD USE: <ul style="list-style-type: none"> • Spelling Improvement WRITING <ul style="list-style-type: none"> • Identifying Reader and Purpose Before you Write – Unit 1 WFS • Writing subject lines • Identifying subjects and verbs • Tense agreement • Verb tenses • Subject-Verb agreement STUDY SKILLS: <ul style="list-style-type: none"> • Working in groups Assignment 1: Writing a Letter	
Class 5,6	MECHANICS: <ul style="list-style-type: none"> • Apostrophes WRITING: <ul style="list-style-type: none"> • Writing a Memo • Review paragraph writing • Sentence Patterns • Sentence Errors ORAL SKILLS <ul style="list-style-type: none"> • Presenting in a group • Preparing and offering feedback STUDY SKILLS: <ul style="list-style-type: none"> • Taking notes (handouts and video) Assignment 2: Writing Paragraphs	

COURSE SCHEDULE FALL 1998
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Class 7 - 9	<p>MECHANICS:</p> <ul style="list-style-type: none"> • Commas <p>WRITING:</p> <ul style="list-style-type: none"> • Fragments & run-ons • Verb Tenses and Passive Voice • Putting Your Main Idea First – Unit 2 • Sentence Patterns • Using articles - handouts <p>READING:</p> <ul style="list-style-type: none"> • Finding main ideas & supporting details - <p>Assignment #3: Assessing Practice Orals Assignment #4 Writing a Memo</p>
Class 10 - 12	<p>WRITING:</p> <ul style="list-style-type: none"> • Sentence Errors • Active/Passive Voice • Getting to the Point • Main Idea • Being Direct and Polite • Combining Sentences, Unit 3 • Prepositions <p>ORAL SKILLS</p> <ul style="list-style-type: none"> • Presenting your group's results • Preparing and offering feedback <p>Assignment #5: Revising a Letter</p>
Class 13, 14	<p>WRITING:</p> <ul style="list-style-type: none"> • Subject/Verb Agreement • Verb Forms • Combining Sentences • Getting to the Point • Being Direct and Polite <p>ORAL SKILLS</p> <ul style="list-style-type: none"> • Presenting in a group • Preparing and offering feedback <p>REVIEW</p> <p>Quiz #1 Mid-Term Exam [2.5 hours]</p>

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Class 15 - 17	WRITING: <ul style="list-style-type: none"> • Writing in a Technical Style, Unit 4 • Pronouns SPEAKING SKILLS: <ul style="list-style-type: none"> • Oral presentations review Assignment 6 Mid-term feedback
Class 18 - 20	WRITING: <ul style="list-style-type: none"> • Writing in a Technical Style • Combining Sentences • Dangling/Misplaced Modifiers • Headings and Lists Assignment 7 Oral Presentation Assignment Assignment 8 Writing a memo
Class 21 - 23	WRITING: <ul style="list-style-type: none"> • Headings and Lists • Organizing Your Ideas Into Paragraphs – Unit 5 READING: <ul style="list-style-type: none"> • Reading from graphics – handouts Assignment 9: Using Lists and Headings
Class 24 - 25	MECHANICS: <ul style="list-style-type: none"> • Capital letters WRITING: <ul style="list-style-type: none"> • Organizing and writing effective paragraphs- SPEAKING SKILLS: Oral Presentations Assignment #10: Writing a memo with headings and lists
Class 26, 27	WRITING: <ul style="list-style-type: none"> • Writing paragraphs (continued) • Adjectives & adverbs REVIEW Quiz #2 Assignment #11 Writing Paragraphs
Class 28	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.