



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Program: Technology Entry with English Language Training

Course Outline for: Communication for Technology Entry with English Language Training

Course Number: COMM 0006

Service Provided by: **Communication Department**
Computing and Academic Studies

Hours/Week:	10	Total Hours:	150	Term/Level:	199910/0
		Total Weeks:	15	Credits:	Non-credit

Prerequisites

English 11 with a "P" or equivalent.

Course Description and Goals

As students preparing to enter Engineering Technology programs at BCIT, you can look forward to a rewarding but demanding two years of study followed by a prosperous and challenging career. The goal of this course is to prepare you for success at BCIT: to give you the writing, speaking, listening, reading, and study skills you will need to enter a full-time program in engineering at BCIT. All of these skills will be reinforced during a common lab hour with Physics 0309.

In your two hours of lecture a week, you will learn the principles and guidelines for communicating effectively. You will apply these principles in group and individual exercises and assignments during your tutorials and computer labs. During the combined Physics 0309/COMM 0006 lab, you'll get a chance to use your writing, reading, speaking, and listening skills to plan, conduct, and report on laboratory experiments.

Evaluation

To qualify for admission into a full-time program at BCIT, you need to obtain a minimum of 65 % in COMM 0006. Technology entrance prerequisites may require a higher grade than 65 % for acceptance into a particular program.

Evaluation (continued)

Lab Assignments	35
Combined PHYS/COMM Exercises	5
Quizzes	10
Oral Presentations (2)	15
Professionalism and Participation *	5
Midterm Exam	10
Final Exam	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:

- ⇒ complete all lab assignments during the scheduled lab time
- ⇒ submit all homework assignments on time or obtain an extension before the deadline
- ⇒ complete all exercises assigned during the combined PHYS/COMM lab
- ⇒ attend all classes or explain your 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.

Course Record

Developed by: Dale Fitzpatrick
Instructor, Communication Department

Date: December 14, 1998

Approved by:

Date:

Course Learning Outcomes

WRITING SKILLS

Once you have successfully completed this course, you should be able to:

- write sentences that are clear, concise, direct, and grammatically correct
- identify and correct spelling, grammar, and punctuation errors
- organize your ideas into effective paragraphs
- identify your reader and purpose before you write
- use a standard format for letters and memos
- write routine letters and memos
- write subject lines for your letters and memos
- write in a technical style
- use headings and lists
- use MS-WORD to write, edit, and revise documents
- use your communication skills to complete projects assigned in all of your ETE courses.

SPEAKING SKILLS

Once you have successfully completed this course, you should be able to:

- plan, organize, and deliver an effective oral presentation
- participate effectively in small group discussions.

READING AND STUDY SKILLS

Once you have completed this course, you should be able to:

- effectively use library facilities for research
- preview textbooks
- take effective notes from both written course materials and lectures
- use strategies to manage your time effectively
- prepare successfully for exams
- Use your reading and study skills in all your ETE courses.

For all of these outcomes, the level of competency required is that of a student entering first-year engineering at BCIT.



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Program: Technology Entry with English Language Training (TEWELT)

Course Outline for: Communication for Technology Entry with English Language Training

Course Number: COMM 0006

**Service Provided by: Communication Department
School of Computing and Academic Studies**

Effective Date: This course outline takes effect on January 4, 1999.

Instructor

Dale Fitzpatrick	Office No:	SE8 - 210A	Phone:	451-6896
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OFFICE HOURS: To be announced.

Required Texts and Equipment:

Required: Writing for Success: Preparing for Business, Technology, Trades, and Career Programs (1998) by Dale Fitzpatrick and Kathleen Vance.

Required: Reading and Study Skills. Course Manual, Communication Department, BCIT.

Required: Physics 0309 Lab Manual. Physics Department, BCIT.

An English-to-English dictionary. If you speak English as an additional language, I recommend the Oxford Advanced Learner's Dictionary of Current English.

To keep your handouts, notes, 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 paper clips
- two 3.5" diskettes for your work in the computer lab.

For your oral reports, you will need

- at least three acetate overhead transparency sheets
- at least two water-soluble overhead transparency pens
- a 1 / 2 " videocassette tape.

Course Notes (Policies and Procedures)

- **Assignments:** To be fair to students who work late into the night to complete assignments, you will be assessed a late penalty of 10% per day for late take-home assignments. In-class lab assignments can not be completed outside of class. Lab assignments completed outside of class will not be accepted for marking.
- **Attendance:** Your classroom at BCIT is your workplace. As in any workplace, you're expected to show up on time and attend regularly. Attendance will be recorded for this course. You must attend **the entire class**. If you leave early, you will be counted as absent. If you are absent for a reason other than illness, you will receive a grade of 0 for your lab work that day. Refer to page 4 of the 1998/99 BCIT calendar for information about BCIT's attendance policy.
- **Course Outline Changes.** The material specified in this course outline may be changed by the instructor. If changes are required, they will be announced by the instructor in class.
- **Ethics:** BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course. Refer to pages 3-4 in the 1998/99 BCIT calendar.
- **Makeup Lab Assignments.** There will be no makeup lab assignments. If you miss an in-class lab assignment, you will receive zero marks. Exceptions may be made for documented medical reasons or extenuating circumstances.
- **Makeup Exams or Quizzes.** There will be no makeup quizzes or exams. If you miss an exam or quiz, you will receive zero marks. Exceptions may be made for documented medical reasons or extenuating circumstances.
- **Illness.** A doctor's note is required for any illness causing you to miss labs, quizzes, or exams. At the discretion of the instructor, you may complete the work missed or have the work prorated (i.e. an average is given according to your performance throughout the course).
- **Labs.** Lab attendance is mandatory. Your lab assignments must be done on an individual basis unless otherwise specified by the instructor. All lab assignments must be wordprocessed, unless otherwise specified by the instructor. All lab assignments are due at the end of the lab in which they are assigned. Lab work handed in late will not be accepted.

GROUND RULES FOR THE CLASSROOM

BCIT and its management, together with the unions on campus and your 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.

I am offended by racist, sexist, heterosexist, ablist, anti-Semitic and other remarks that stereotype people as members of groups and express prejudices against them. I will object to any such remark that I hear in class, and you are welcome to do the same. If someone objects to a remark you have made, please clarify what you said (if you were misinterpreted) and apologize.

I realize that for most of us, including myself, it is a struggle to recognize our false assumptions and our hurtful behaviour. For example, many people occasionally say something that assumes that everyone is like themselves, such as something that assumes that everyone shares their own ethnic or religious background, or something that assumes that everyone can walk or see. These remarks can make people present feel ignored or left out. An important part of your Writing for Success textbook teaches you how to use language to include, rather than exclude others.

Please criticize points of view, opinions, statements, and behaviour; please do not criticize people.
DO NOT USE COARSE LANGUAGE IN THE CLASSROOM.



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Program: Technology Entry with English Language Training (TEWELT)

Course Outline for: Communication for TEWELT

Course Number: COMM 0006

Service Provided by: Communication Department
School of Computing and Academic Studies

*This schedule is subject to change at the discretion of the instructor.

Week of/Number	Material Covered	Reference/ Reading
Week 1 Jan 4 - 8	<p>Lecture 1: Get to know each other Find out about your COMM course</p> <p>Lecture 2: Find out more about your COMM course Complete a Grammar Diagnostic</p> <p>Lab: Complete a Writing Diagnostic</p> <p>Tutorials: Complete a Reading Diagnostic Tell me about yourself.... Do a Letters Exercise Do a practice writing exercise</p>	handouts
Week 2 Jan 11 - 15	<p>Lecture 1: Intro to the Planning and Writing Process: Define your reader and purpose</p> <p>Lecture 2: Learn How to Get the Most from your ETE Course Materials: Do a chapter survey and a textbook survey</p> <p>Tutorials: Do exercises on Identifying Purpose & Reader Get feedback on your Writing Diagnostic Do your first videotaped report</p> <p>Lab: Learn how to Get Started on Word 97: Do a practice exercise on planning</p> <p>PHYS/COMM: Graphing</p>	<p>WFS: Chapter 1</p> <p>RSS: Units 1 & 2</p> <p>WORD 97 Manual</p> <p>Physics Lab Manual-Lab 2</p>

<p>Week 3 Jan 18 - 22</p>	<p>Lecture 1: Learn all About Subjects & Verbs</p> <p>Lecture 2: Learn the Spelling Rules and Look at Your Own Misspellings</p> <p>Tutorials: Do practice assignment on planning Do exercises in identifying subjects and verbs Do exercises in subject/verb agreement</p> <p>Lab: Complete Graded Writing Assignment #1: Planning</p> <p>PHYS/COMM: Pendulum</p>	<p>handouts WFS: Chapter 1</p> <p>Physics Lab Manual-Lab 3</p>
<p>Week 4 Jan 25 - 29</p>	<p>Lecture 1: See a Video and Learn how to Deliver an Oral Report</p> <p>Lecture 2: Learn how to Write Effective Sentences: Put Your Main Idea First and Use Active Voice</p> <p>Tutorials: Do Team Presentations on Oral Reports Do <u>Quiz #1: Quiz on Oral Reports</u> Do exercises on putting your main idea first Do exercises on using active voice Learn how to identify and write standard English sentences</p> <p>Lab: Complete Graded Writing Assignment #2: Put Your Main Idea First</p> <p>PYHS/COMM: Free Fall</p>	<p>video WFS: Chapter 2</p> <p>Physics Lab Manual-Lab 4</p>
<p>Week 5 Feb 1 - 5</p>	<p>Lecture 1: Learn how to Write Sentences, NOT Fragments, Run-ons, and Comma Splices</p> <p>Lecture 2: Learn how to Write Subject Lines Learn how to Set the Right Tone</p> <p>Tutorials: Do exercises on Correcting Sentence Errors Learn about commonly confused words</p> <p>Lab: Complete Graded Writing Assignment #3: Revising Sentences</p> <p>PHYS/COMM: Force Table</p>	<p>handouts WFS: Chapter 1 WFS: Chapter 2</p> <p>Physics Lab Manual-Lab 5</p>

<p>Week 6 Feb 8 - 12</p>	<p>Lecture 1: Learn how to Use the Apostrophe Correctly</p> <p>Lecture 2: Learn how to Combine Sentences Do <u>Quiz #2: Quiz on Sentence Errors</u></p> <p>Tutorials: Learn Your Way Around the BCIT Library Review what you've learned about the library Do exercises on sentence patterns</p> <p>Lab: Complete Graded Writing Assignment #4: Writing a Letter or Memo Based on a Case Study</p> <p>PHYS/COMM: Tutorial</p>	<p>handouts WFS: Chapter 3</p> <p>WFS: Chapter 3</p>
<p>Week 7 Feb 15 – 20</p>	<p>Lecture 1: Learn More About how to Deliver an Oral Report</p> <p>Lecture 2: Review for Midterm Exam</p> <p>Tutorial: Do Exercises on Combining Sentences Prepare and deliver an oral summary of a technical article Do your second videotaped report</p> <p>Lab: Complete Graded Writing Assignment #5: Combining Sentences</p> <p>PHYS/COMM: Friction</p>	<p>WFS: Chapter 3</p> <p>Physics Lab Manual –Lab 8</p>
<p>Week 8 Feb 22 – 26 Tues, Feb.23 is “Be a Technology Student” Day</p> <p>MIDTERM EXAM</p>	<p>Lecture 1: Learn how to Write in a Technical Style</p> <p>Lecture 2: No lecture. Today is “Be a Technology Student” Day.</p> <p>Tutorials: Do Exercises on Technical Style (No tutorial on Tues, Feb 23)</p> <p>Lab: Take Your Midterm Exam</p> <p>PHYS/COMM: Archimedes' Principle</p>	<p>WFS: Chapter 4 RSS: Unit 4</p> <p>Physics Lab Manual-Lab 11</p>
<p>Week 9 March 1 - 5</p>	<p>Lecture 1: Learn how to Write Parallel Lists</p> <p>Lecture 2: Do Practice Exercises on Parallel Lists</p> <p>Tutorials: Present Oral Reports on “Be a Technology Student” Day</p> <p>Lab: Do exercises to build your vocabulary.</p> <p>PHYS/COMM: Centripetal Force</p>	<p>WFS: Chapter 6</p> <p>Handouts</p> <p>Physics Lab Manual-Lab 9</p>

<p>Week 10 March 8 - 12</p>	<p>Lecture 1: Learn the Rules for Pronouns</p> <p>Lecture 2: Learn how to Write Headings</p> <p>Tutorials: Do exercises on Using Headings and Lists</p> <p>Lab: Complete Graded Writing Assignment #6: Writing Parallel Lists</p> <p>PHYS/COMM: Tutorial</p>	<p>WFS: Chapter 6</p>
<p>Week 11 March 22 - 26</p>	<p>Lecture 1: Learn how to Organize Your Ideas into Paragraphs: Writing Main Idea Sentences</p> <p>Lecture 2: Learn Ways to Develop Paragraphs Do <u>Quiz # 3: Pronouns</u></p> <p>Tutorials: Meet With your Instructor to Answer Questions about Oral Report #2 Do Practice Paragraph Exercises</p> <p>Lab: Complete Writing Assignment #7: Writing Paragraphs Using Headings and Lists</p> <p>PHYS/COMM: Specific Heat</p>	<p>WFS: Chapter 5</p> <p>Physics Lab Manual-Lab 12</p>
<p>Week 12 Mar 29 – Apr 2 No Classes Friday, Apr 2</p>	<p>Lecture 1: Learn how to Avoid Common Errors When Using Commas</p> <p>Lecture 2: Learn More about How to Write Paragraphs</p> <p>Tutorials: Present Oral Reports #2 Do Practice Exercises on Using Commas</p> <p>Lab: Do Practice Paragraph Exercises</p> <p>PHYS/COMM: Latent Heat</p>	<p>handouts</p> <p>WFS: Chapter 5</p> <p>Physics Lab Manual –Lab 13</p>
<p>Week 13 Apr 5 – Apr 9 No Classes Monday, Apr 5</p>	<p>Lecture 1: Learn About Commonly Confused Words Learn the Rules for Numbers</p> <p>No lecture on Monday, April 5 – Easter Monday.</p> <p>Tutorials: Present Oral Reports #2 Do Practice Writing Assignment to Prepare For Assignment #8</p> <p>Lab: Complete Graded Writing Assignment #8: The Request Letter</p> <p>PHYS/COMM: DC Circuits Part I</p>	<p>Handouts</p> <p>Physics Lab Manual-Lab 14</p>

Week 14 Apr 12 - 16	Lecture 1: Learn How to Prepare for and Write Exams Lecture 2: Review Your Course Do Quiz # 4: Paragraphs Tutorials/Lab: Review for Final Exam: Do mock exam Questions Review the Trickier Points of Grammar And Sentence Structure, including the Active/Passive Voice Assess Your Progress in this Course PHYS/COMM: To be announced	RSS: Unit 3 handouts
Week 15 Apr 19 - 23	FINAL EXAM WEEK	

OTHER ACTIVITIES

In addition to the above topics, you will also be working on other activities in class, including

- speaking and listening comprehension exercises
- small group and team skills exercises
- impromptu oral presentations
- spelling exercises
- vocabulary building exercises
- skimming and scanning (reading)
- reading Comprehension Exercises
- editing and proofreading