

BCIT COMMUNICATION DEPARTMENT

**COURSE NAME: TECHNICAL ENGLISH FOR ENGLISH
 AS AN ADDITIONAL LANGUAGE STUDENTS**

COURSE NUMBER: COMM 0005

Orn. 19212

INSTRUCTOR: Mary-Rose De Atley

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	DATE	Jan. 11 - Feb. 15		
TAUGHT TO	Pre-entry students				
DEPARTMENT	Communication				
TERM	Winter 1999	HRS/WK	16	CREDITS	N/A
NO. OF WEEKS	6	TOTAL HOURS	84		
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INSTRUCTOR	Mary-Rose De Atley		OFFICE	SW3 4705	
OFFICE HOURS	by appointment		PHONE	451-7044 (DE ATLEY)	

PREREQUISITES

Students in Comm 0005 must be at an advanced level of English. Before this 84-hour course, you will be given a placement test to determine eligibility.

COURSE SUMMARY

Comm 0005 consists of 21 4-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.

NOTE:

A grade of 65% in this course equals "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
Exercises & quizzes	10
Professionalism & participation	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)
- 2 overhead transparencies
- overhead pen

REQUIRED TEXTS

Writing for Success, Course Manual, Communication Department, BCIT

An English-to-English dictionary

ASSIGNMENT POLICY

1. You will complete 10 marked writing assignments in this course, in addition to other unmarked writing exercises and reading exercises.
2. You must complete all assignments in order to be eligible to pass this course. You will complete most assignments in class. Any take-home assignment must be submitted at the beginning of the next class.
3. Assignments may be written in pen or dark pencil or wordprocessed.
4. If you miss an in-class assignment, it is your responsibility to arrange with the instructor to write it later. The instructor may decide not to give a mark for that assignment but to give you comments only and ask you to write a substitute assignment.

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 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.

ADDITIONAL INFORMATION ON LEARNING GROUPS

As a member of a learning group, you have several responsibilities:

1. Contribute to group discussion and make sure the group completes the learning task within the time period given by the instructor.
2. Take your turn at recording the group's solutions and reporting them to the class.
2. Listen to, support, and give helpful feedback to other group members when doing the learning tasks.
3. Use your problem-solving and interpersonal skills to find solutions within your group, but ask for help from the instructor if it becomes necessary.

The letters WFS stand for the text Writing for Success

COURSE SCHEDULE, WINTER 1999 COMM 0005	
Jan. 5	Diagnostic Testing: Grammar & Writing Skills
Class 1 Jan. 11	<ul style="list-style-type: none"> • Introduction to the course, classmates & instructor • Purchasing texts <p>WRITING Writing a letter Identifying subjects and verbs</p> <p>STUDY SKILLS Surveying your textbooks Working in groups</p>
Class 2, 3, 4 Jan. 12, 13, 14 Grammar quiz 1	<p>MECHANICS Apostrophes</p> <p>WORD USE Spelling Improvement</p> <p>WRITING The planning & writing process - Unit 1:WFS Irregular verbs Verb tenses Subject-verb agreement</p> <p>STUDY SKILLS Working in groups</p> <p>Assignment 1: Completing a plan sheet Assignment 2: Improving a letter</p>
Class 5,6 Jan. 18, 19 Grammar quiz 2	<p>MECHANICS Commas</p> <p>WRITING Fragments & run-ons Passive voice Sentence focus - Unit 2 WFS Achieving emphasis - Unit 2 WFS</p> <p>ORAL SKILLS Presenting in a group Preparing and offering feedback</p> <p>Assignment 3: Writing a memo using active voice</p>

COURSE SCHEDULE, WINTER 1999
COMM 0005

<p>Class 7,8,9,10 Jan. 20, 21, 25, 26</p> <p>Grammar quiz 3 Grammar quiz 4</p>	<p>WRITING Sentence patterns Sentence combining Using articles - handouts</p> <p>READING Finding main ideas & supporting details</p> <p>Assignment 4: Writing a memo Assignment 5: Sentence-combining</p>
<p>Class 11 Jan. 27</p>	<p>MIDTERM EXAM (2 HOURS)</p>
<p>Class 12,13 Jan. 28, Feb. 1</p>	<p>WRITING Sentence - combining (con't) Words - Unit 3 - WFS Pronouns</p> <p>SPEAKING SKILLS Impromptu oral presentations</p> <p>READING SKILLS Skimming and scanning</p> <p>Assignment 6: Writing a letter using hand information</p>
<p>Class 14,15 Feb. 2, 3</p> <p>Grammar quiz 5</p>	<p>WRITING Improving reader access - Unit 5: WFS Misplaced & dangling modifiers Parallel structure</p> <p>STUDY SKILLS Taking notes (handouts & video)</p> <p>SPEAKING SKILLS Impromptu oral presentations</p> <p>Assignment 7: Memo for an oral presentation</p>
<p>Class 16,17 Feb. 4, 8</p>	<p>WRITING Patterns of paragraph development - Unit 4: WFS Improving reader access (con't)</p> <p>MECHANICS Capital letters</p> <p>READING Reading from graphics</p> <p>ORAL PRESENTATIONS: DAY 1</p> <p>Assignment 8: Writing a memo using lists</p>

COURSE SCHEDULE, WINTER 1999 COMM 0005	
Class 18 Feb. 9	WRITING Organizing and writing effective paragraphs - Unit 4: WFS WORD USE Using a dictionary ORAL PRESENTATIONS: DAY 2 Assignment 9: Writing paragraphs
Class 19 Feb. 10	WRITING Writing paragraphs (con't) Adjectives & adverbs ORAL PRESENTATIONS: DAY 3 Assignment 10: Writing a paragraph using headings
Class 20 Feb. 11	STUDY SKILLS Preparing for and writing exams Assignment 11: Writing paragraphs
Class 21 Feb. 15	FINAL EXAM (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
- reading comprehension exercises
- editing & proofreading exercises