

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME Technical English for English as an Additional Language
Student

COURSE NUMBER Comm 0005

DATE Jan 12– March 23, 1999

TAUGHT TO Pre-entry

DEPARTMENT Communication

TERM Winter 99

HRS/WK 8 **CREDITS** N/A

NO. OF WEEKS 11

TOTAL HOURS 88

INSTRUCTOR Jean Jin

OFFICE SW3 4705

OFFICE HOURS By appointment

PHONE 451-7044 (Voice Mail 9004)

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 11 eight-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 enrol 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%
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.

REQUIRED MATERIALS

- 3-ring binder
- pen

REQUIRED TEXTS

Writing for Success: Preparing for Business, Technology and Trades and Career Programs

An English dictionary

ASSIGNMENT POLICY

1. You will complete a minimum of 8 marked in-class 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 wordprocessed.
4. If you miss an in-class assignment, it is your responsibility to arrange with the instructor to write it in another class or 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.

COURSE SCHEDULE: Winter, 1999
COMMUNICATION 0005

Jan, 1999.	Diagnostic Testing: Grammar & Writing Skills
Class 1& 2 Jan. 12 Jan 14	<ul style="list-style-type: none"> • Introduction to the course, classmates, & instructor • Purchasing texts <p>WRITING: Identifying Your Reader and Purpose Before You Write –Chapter 1</p> <ul style="list-style-type: none"> ▪ Completing a plan sheet ▪ Identifying subjects and verbs <p>STUDY SKILLS: Working in groups</p> <p>Assignment 1: completing a plan sheet</p>
Class 3 & 4 Jan 19 Jan 21	<p>MECHANICS: • Apostrophes</p> <p>WRITING • The planning & writing process</p> <ul style="list-style-type: none"> • Identifying subjects and verbs • Tense agreement • Verb tenses • Irregular verbs <p>STUDY SKILLS: Working in groups</p>
Grammar quiz 1	Assignment 2: improving a letter
Class 5& 6 Jan 26 Jan 28	<p>MECHANICS: Commas</p> <p>WRITING: Putting Your Main Idea First in Every Sentence –Chapter 2</p> <ul style="list-style-type: none"> ▪ Fragments & run-ons ▪ Subject/verb agreement ▪ Active or passive sentences ▪ Setting the right tone: Being Direct and Polite putting Achieving emphasis - Unit 2: EW
Grammar quiz 2	Assignment 3: writing a letter

COURSE SCHEDULE: Winter, 1999
COMM 0005

<p>Class 7, 8 Feb 2 Feb 4</p> <p>grammar quiz 3</p>	<p>WRITING: Combining Your Sentences to Show the Relationship Between Your Ideas-Chapter 3</p> <ul style="list-style-type: none"> ▪ Sentence patterns ▪ Sentence combining ▪ Using articles <p>READING: • Finding main ideas & supporting details -</p> <p>SPEAKING SKILLS: • Planning your oral presentations</p> <p>Assignment 4: sentence-combining exercise</p> <p>Assignment 5: Writing a mid-term assessment memo</p>
<p>Class 9 & 10 Feb 9 Feb 11</p>	<p>WRITING: • Sentence combining (cont'd)</p> <ul style="list-style-type: none"> • Combining sentences to give equal emphasis Combining sentences to emphasize one idea over another • Pronouns <p>SPEAKING SKILLS: • Impromptu oral presentations</p> <p>READING SKILLS: • Skimming & Scanning</p> <p>Assignment 6: improving a letter or memo</p>
<p>Class 11 Feb 16</p>	<p style="text-align: center;">MIDTERM EXAM (2 HOURS)</p>
<p>Class 12 & 13 Feb 18 Feb 23</p> <p>group editing exercise 1</p>	<p>WRITING: • Writing in a Technical Style: Choosing Your Words Carefully –Chapter 4</p> <ul style="list-style-type: none"> • Misplaced & dangling modifiers • Parallel structure <p>STUDY SKILLS: • Taking notes (handouts)</p> <p>SPEAKING SKILLS: • Impromptu oral presentations</p> <p>Assignment 7: writing a letter</p>

COURSE SCHEDULE: Winter, 1999
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<p>Class 14 & 15 Feb 25 Mar 2</p> <p>Group editing exercise 2</p>	<p>WRITING: • Organizing Your Ideas into Paragraphs- Chapter 5</p> <ul style="list-style-type: none"> ▪ Writing paragraphs ▪ Improving reader access <p>MECHANICS: • Capital letters</p> <p>READING: • Reading from graphics - handouts</p> <p>Assignment 8: writing paragraphs</p>
<p>Class 16 & 17 Mar 4 Mar 9</p>	<p>WRITING: Using headings and Lists to Help your Reader –Chapter 6</p> <ul style="list-style-type: none"> ▪ Writing paragraphs (continued) ▪ Adjectives & adverbs <p>Assignment 9: writing an oral assessment memo</p>
<p>Class 18 & 19 Mar 11 Mar 16</p>	<p>WRITING: • Editing and proofreading exercises</p> <ul style="list-style-type: none"> • Writing paragraphs (continued) <p>DELIVERING ORAL PRESENTATIONS: PART ONE</p> <p>Assignment 10: improving reader access in a letter or memo</p>
<p>Class 20 & 21 Mar 18 Mar 23</p> <p>group editing exercise 3</p>	<p>STUDY SKILLS: Preparing for & Writing Exams</p> <p>DELIVERING ORAL PRESENTATIONS: PART TWO</p> <p>FINAL EXAM</p>

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.