

Judy

BCIT COMMUNICATION DEPARTMENT

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

COURSE NUMBER: COMM 0005

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	May 31 - July 6					
TAUGHT TO	Pre-entry students							
DEPARTMENT	Communication							
TERM	Spring 1999	HRS/WK	16	CREDITS	N/A			
NO. OF WEEKS	6	TOTAL HOURS	84					

INSTRUCTOR	Mary-Rose De Atley	OFFICE	SW3 4705
OFFICE HOURS	by appointment	PHONE	451-6777 + 9641

PREQUISITES

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.

ASSIGNMENT POLICY

1. You will complete 10 writing assignments in this course. You will receive written comments on all of them to help you improve your writing and a mark on at least 8 of the assignments.
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, SPRING 1999 COMM 0005	
May 25	Diagnostic Testing: Grammar & Writing Skills
Class 1 May 31	<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 June 1,2,3 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 June 7,8 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>

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COMM 0005**

Class 7,8,9,10 June 9, 10, 14,15	WRITING Sentence patterns Sentence combining Using articles - handouts
Grammar quiz 3 Grammar quiz 4	READING Finding main ideas & supporting details Assignment 4: Writing a memo Assignment 5: Sentence-combining
Class 11 June 16	MIDTERM EXAM (2 HOURS)
Class 12,13 June 17, 21	WRITING Sentence - combining (con't) Words - Unit 3 - WFS Pronouns SPEAKING SKILLS Impromptu oral presentations READING SKILLS Skimming and scanning Assignment 6: Writing a letter using hand information
Class 14,15 June 22, 23	WRITING Improving reader access - Unit 5: WFS Misplaced & dangling modifiers Parallel structure
Grammar quiz 5	STUDY SKILLS Taking notes (handouts & video) SPEAKING SKILLS Impromptu oral presentations Assignment 7: Memo for an oral presentation
Class 16,17 June 24,28	WRITING Patterns of paragraph development - Unit 4: WFS Improving reader access (con't) MECHANICS Capital letters READING Reading from graphics ORAL PRESENTATIONS: DAY 1 Assignment 8: Writing a memo using lists

**COURSE SCHEDULE, SPRING 1999
COMM 0005**

Class 18 June 29	WRITING Organizing and writing effective paragraphs - Unit 4: WFS WORD USE Using a dictionary ORAL PRESENTATIONS: DAY 2 Assignment 9: Writing paragraphs
Class 19 June 30	WRITING Writing paragraphs (con't) Adjectives & adverbs ORAL PRESENTATIONS: DAY 3 Assignment 10: Writing a paragraph using headings
Class 20 July 5	STUDY SKILLS Preparing for and writing exams Assignment 11: Writing paragraphs
Class 21 July 6	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