

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE OUTLINE

COURSE NAME *Technical English for English as an Additional Language Students***COURSE NUMBER** Comm 0005 **DATES** April to June 1999**DEPARTMENT** Communication **LEVEL** Pre-entry**TERM** Spring 1999 **HRS/WK** 8**NO. OF WEEKS** 11 **HOURS** 84

INSTRUCTOR *Lucy Janega* **OFFICE** SW3 4705**OFFICE HOURS** by appointment **PHONE** 451-6777 ext. 9312

COURSE SUMMARY

This course is designed to prepare students whose first language is not English for study at BCIT. The course focuses on developing the 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.

You will also practice revising your work and 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 and group exercises.

NOTE:

BCIT recognizes a grade of 65% in this course as equivalent to a "P" in English 12, a grade of 70% as a "C" in English 12, and a grade of 75% as a C+ in English 12. Other institutions *may or may not* accept this course for English 12 equivalency. Check with BCIT Admissions for more information about prerequisites for BCIT diplomas, and with other institutions for transfer credit information.

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 and develop your ideas effectively in written assignments
4. write routine letters and memos
5. 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. work effectively with others in group projects
4. 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

REQUIRED TEXTS

Writing for Success

Preparing for BUSINESS, TECHNOLOGY, TRADES, and CAREER PROGRAMS
by Dale Fitzpatrick & Kathleen Center Vance

An English-to-English dictionary. You may use this dictionary in exams and quizzes.

TEACHING METHODS

We will be using teaching methods which have proven most effective for teaching students at BCIT:

Teamwork: 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.

Peer-editing: You will work with one or two partners to locate and correct errors in each other's work.

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.

EVALUATION

Writing Assignments.....	50
Oral Presentation.....	10
Exercises, Quizzes and Participation.....	15
Midterm.....	15
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 meeting these workplace standards, you'll have to

- * 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.
- * Submit all assignments on time, or obtain extensions before deadlines.
- * Bring all required texts and materials to each class.
- * Treat each other and your instructors with courtesy and consideration.
- * Contribute to the success of your course by participating actively in every class.

ASSIGNMENT POLICY

1. You will complete a minimum of 10 marked writing assignments in this course, in addition to other exercises, both marked and unmarked, and short quizzes.
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 word-processed.
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. Assignments submitted after other students have received their corrections and marks from the instructor will receive comments but no grade.

BCIT POLICIES

As a BCIT student, you should familiarize yourself with the following BCIT policies and the procedures used in applying these policies:

Conduct and Attendance Policy: BCIT is committed to creating and maintaining an environment that is conducive to learning. In doing so, 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 the 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 the 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 Full-time Calendar.

The letters WFS stand for *Writing for Success*

COURSE SCHEDULE, Spring 1999 COMM 0005		
Class 1 <u>April 13</u>	INTRODUCTIONS:	To the course, classmates & instructor Purchasing Texts
	WRITING:	Writing a letter Identifying subjects and verbs
	STUDY SKILLS:	Surveying your textbook Working in groups
Class 2, 3, 4 <u>April 15, 20, 22</u>	MECHANICS:	Apostrophes
	WORD USE:	Spelling Improvement
	WRITING:	Identifying Reader and Purpose Before you Write- Unit 1 WFS Writing subject lines Identifying subjects and verbs Subject-verb agreement
	STUDY SKILLS:	Working in groups
	ASSIGNMENT 1:	Writing a letter
Class 5, 6, 7 <u>April 27, 29, May 4</u> GRAMMAR QUIZ 1	MECHANICS:	Commas
	WRITING:	Fragments & run-ons Verb tense & passive voice Putting your Main Idea First- Unit 2 WFS
	SPEAKING SKILLS:	Presenting in a group/ preparing and offering feedback
	ASSIGNMENT 2:	Writing Paragraphs
Class 8, 9, 10 <u>May 6, 11, 10</u> GRAMMAR QUIZ 2	WRITING:	Sentence Patterns Combing Sentences Unit 3 WFS Using Articles- handouts
	READING SKILLS:	Finding main ideas and supporting details
	ASSIGNMENT 3 ASSIGNMENT 4	Assessing practice orals Writing a memo
Class 11 <u>May 18</u>	MIDTERM EXAM	

COURSE SCHEDULE, Spring 1999 (cont.) COMM 0005

Class 12, 13 <u>May 20, 25</u>	<p>WRITING: Sentence combining (cont.) Verb forms Getting to the point Being direct and polite Prepositions Main idea</p> <p>ORAL SKILLS: Presenting your group's results Preparing and offering feedback</p> <p>ASSIGNMENT 5 Revising a letter</p>
Class 14, 15 <u>May 27, June 1</u>	<p>WRITING: Writing in a Technical Style Unit 4 WFS Pronouns Misplaced and dangling modifiers Parallel structure</p> <p>ORAL SKILLS: Presenting in a group Preparing and offering feedback</p> <p>ASSIGNMENT 6: Writing a memo</p>
Class 16, 17 <u>June 3, 8</u> GRAMMAR QUIZ 3	<p>WRITING: Headings and Lists Organizing your Ideas Into Paragraphs Unit 5 WFS</p> <p>ASSIGNMENT 7: Oral Presentation assignment</p>
Class 18 <u>June 10</u>	<p>WRITING: Organizing and writing effective paragraphs</p> <p>ORAL PRESENTATIONS DAY 1</p> <p>ASSIGNMENT 8 Writing a letter using lists and headings</p>
Class 19 <u>June 15</u>	<p>WRITING: Writing paragraphs (cont.) Adjectives and adverbs</p> <p>ORAL PRESENTATIONS DAY 2</p> <p>ASSIGNMENT 9 Writing main idea sentences</p>
Class 20 <u>June 17</u>	<p>WRITING: Paragraphs (cont.) Editing and proofreading exercises</p> <p>ORAL PRESENTATIONS DAY 3</p> <p>ASSIGNMENT 10 Writing paragraphs</p>
Class 21 <u>June 22</u>	FINAL EXAM