

MAY 11 1999

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

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

The letters WFS stand for the text Writing for Success

COURSE SCHEDULE, SPRING 1999 COMM 0005	
April 7	Diagnostic Testing: Grammar & Writing Skills
Class 1 April 12	<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 April 13, 14, 15 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 April 19, 20 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, SPRING 1999
COMM 0005

Class 18 May 11	<p>WRITING Organizing and writing effective paragraphs - Unit 4: WFS</p> <p>WORD USE Using a dictionary</p> <p>ORAL PRESENTATIONS: DAY 2</p> <p>Assignment 9: Writing paragraphs</p>
Class 19 May 12	<p>WRITING Writing paragraphs (con't) Adjectives & adverbs</p> <p>ORAL PRESENTATIONS: DAY 3</p> <p>Assignment 10: Writing a paragraph using headings</p>
Class 20 May 13	<p>STUDY SKILLS Preparing for and writing exams</p> <p>Assignment 11: Writing paragraphs</p>
Class 21 May 17	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