

AUG 03 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**

**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

<b>COURSE NAME</b>	Technical English for English as an Additional Language Students				
<b>COURSE NUMBER</b>	Comm 0005	<b>DATE</b>	July 26 - Aug. 31		
<b>TAUGHT TO</b>	Pre-entry students				
<b>DEPARTMENT</b>	Communication				
<b>TERM</b>	Summer 1999	<b>HRS/WK</b>	16	<b>CREDITS</b>	N/A
<b>NO. OF WEEKS</b>	6	<b>TOTAL HOURS</b>	84		

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

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**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 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, SUMMER 1999 COMM 0005	
July 19	Diagnostic Testing: Grammar & Writing Skills
Class 1 July 26	<ul style="list-style-type: none"> <li>• Introduction to the course, classmates &amp; instructor</li> <li>• Purchasing texts</li> </ul>
	<b>WRITING</b> Writing a letter Identifying subjects and verbs
	<b>STUDY SKILLS</b> Surveying your textbooks Working in groups
Class 2, 3, 4 July 27,28,29	<b>MECHANICS</b> Apostrophes  <b>WORD USE</b> Spelling Improvement  <b>WRITING</b> The planning & writing process - Unit 1:WFS Irregular verbs Verb tenses Subject-verb agreement
Grammar quiz 1	<b>STUDY SKILLS</b> Working in groups  Assignment 1: Completing a plan sheet Assignment 2: Improving a letter
Class 5,6 August 3,4	<b>MECHANICS</b> Commas  <b>WRITING</b> Fragments & run-ons Passive voice Sentence focus - Unit 2 WFS Achieving emphasis - Unit 2 WFS
Grammar quiz 2	<b>ORAL SKILLS</b> Presenting in a group Preparing and offering feedback  Assignment 3: Writing a memo using active voice

**COURSE SCHEDULE, SUMMER 1999  
COMM 0005**

Class 7,8,9,10 August 5,9,10,11	<b>WRITING</b> Sentence patterns Sentence combining Using articles - handouts
Grammar quiz 3 Grammar quiz 4	<b>READING</b> Finding main ideas & supporting details  Assignment 4: Writing a memo Assignment 5: Sentence-combining
Class 11 August 12	<b>MIDTERM EXAM ( 2 HOURS )</b>
Class 12,13 August 16,17	<b>WRITING</b> Sentence - combining ( con't) Words - Unit 3 - WFS Pronouns  <b>SPEAKING SKILLS</b> Impromptu oral presentations  <b>READING SKILLS</b> Skimming and scanning  Assignment 6: Writing a letter using hand information
Class 14,15 August 18,19	<b>WRITING</b> Improving reader access - Unit 5: WFS Misplaced & dangling modifiers Parallel structure
Grammar quiz 5	<b>STUDY SKILLS</b> Taking notes (handouts & video)  <b>SPEAKING SKILLS</b> Impromptu oral presentations  Assignment 7: Memo for an oral presentation
Class 16,17 August 23,24	<b>WRITING</b> Patterns of paragraph development - Unit 4: WFS Improving reader access (con't)  <b>MECHANICS</b> Capital letters  <b>READING</b> Reading from graphics  <b>ORAL PRESENTATIONS: DAY 1</b>  Assignment 8: Writing a memo using lists

**COURSE SCHEDULE, SUMMER 1999  
COMM 0005**

Class 18 August 25	<b>WRITING</b> Organizing and writing effective paragraphs - Unit 4: WFS  <b>WORD USE</b> Using a dictionary  <b>ORAL PRESENTATIONS: DAY 2</b>  Assignment 9: Writing paragraphs
Class 19 August 26	<b>WRITING</b> Writing paragraphs (con't) Adjectives & adverbs  <b>ORAL PRESENTATIONS: DAY 3</b>  Assignment 10: Writing a paragraph using headings
Class 20 August 30	<b>STUDY SKILLS</b> Preparing for and writing exams  Assignment 11: Writing paragraphs
Class 21 August 31	<b>FINAL EXAM ( 3 HOURS)</b>

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