



JUL 25 2000

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME Technical English for English as an Additional Language Students

COURSE NUMBER Comm 0005

DATE July 10 - Aug. 8, 2000

TAUGHT TO Pre-entry

CREDITS N/A

DEPARTMENT Communication

TERM Summer 2000

HRS/WK 20

NO. OF WEEKS 4.2

TOTAL HOURS 84

INSTRUCTOR Maralyn Otte

OFFICE SW3 4705

OFFICE HOURS by appointment

PHONE 451-7044, ext. 6883

PREREQUISITES

Students in COMM 0005 must be at an advanced level of English. Student eligibility is determined by a placement test taken prior to the course.

COURSE SUMMARY

This course consists of 21 four-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 enroll 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	10%
Exercises	5%
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 meet these standards in this course, you are expected to

submit all assignments on time, or obtain an extension before the deadline

attend all classes, or explain the absence in the same way you would have to excuse yourself for not being able to come to work

bring required texts and materials to each class

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

The following materials are to be brought to each class:

8 1/2-by-11-inch loose-leaf refill (not pages torn out of notebooks)

3-ring binder

pencil and large eraser for in-class exercises and assignments

stapler

You will be required to have overhead transparencies in your oral presentation. These can be produced by hand or on a computer printer. You must purchase the appropriate acetate sheets and, if necessary, overhead pens.

REQUIRED TEXTS

Writing for Success, Dale Fitzpatrick and Kathleen Center Vance
Oxford English Advanced Learner's Dictionary

ASSIGNMENT POLICY

1. You will complete 10 graded writing assignments in this course, in addition to other ungraded writing and reading exercises and quizzes.

You may be required to rewrite an assignment. The rewrite will not necessarily result in a raised grade for the assignment.

2. In-class assignments and exercises must be completed and handed in during the class in which they are given. Any take-home assignments or exercises must be submitted at the beginning of the next class.
3. All assignments and exercises are to be double-spaced on one side only of 8 1/2-by-11 loose-leaf refill (not pages torn out of a notebook). In-class assignments and exercises are to be written in pencil. Take-home assignments may be word-processed or neatly handwritten in pencil or black or blue ink.
4. If you miss an in-class assignment, you will receive a zero for the assignment unless you have a medical certificate or arranged beforehand with the instructor to write the assignment at another time.
5. Unless you have obtained an extension, you will be assessed a late penalty of 10% per day for late take-home assignments.
6. All assignments, exercises, and rewrites must be completed in order to pass the course.

All exercises will be checked by the instructor in the class following the one in which they are assigned. If exercises are not satisfactorily completed, marks will be deducted from the five percent allotted for "Exercises."

ATTENDANCE POLICY

Attendance will be taken at the beginning of each class. Absences will be excused only if a medical certificate is presented.

As indicated in the BCIT calendar, students who are absent for more than 10% of the course (8.5 hours) may not be allowed to complete the course.

Students who arrive after the attendance is taken will be marked absent. Students who leave the class early will be considered absent for the time they miss. Students who do not come to class with the required texts and materials will also be marked absent.

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 common grammar, usage, and spelling errors
3. organize paragraphs effectively
4. organize and develop your ideas effectively in written assignments
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. 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

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.

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 SCHEDULE

WEEK	WRITING SKILLS	GRAMMAR & MECHANICS
1	Diagnostic Assignment Planning Process (Chapter 1) Memo & Letter Format Planning the Oral Presentation	Basic Grammar Terms Identifying Subject & Verb Kinds of Clauses Sentence-Combining (Chapter 3)
2	Sentence Structure (Chapter 2) Technical Style (Chapter 4) Delivering the Oral Presentation	Count / Non-Count Nouns Articles Prepositions & Prep. Phrases Subject-Verb Agreement
July 24	MIDTERM	
3	Paragraph Organization (Chapter 5) Making Comparisons Explaining Cause & Effect	Verb Tenses Gerunds & Infinitives Punctuation Parallelism
4	Headings & Lists (Chapter 6) Study Skills Oral Presentations Course Review	Misplaced & Dangling Modifiers Modals Course Review
Aug 8	FINAL EXAM	

The sequence of topics may be changed or added to in order to meet the needs of the class. In addition, students will be given exercises throughout the course to improve their spelling and build their vocabularies.