



JUL 25 2000

Course Outline

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Operating Unit: Academic Studies

Program: Pre-Entry Communication

COMM. 0005

*Technical English for English as an
Additional Language Students*

Start Date: July 10, 2000

End Date: August 6, 2000

Course Credits: 0

Term/Level: Comm 0005

Total Hours: 84

Total Weeks: 34

Hours/Week: 20

Prerequisites: COMM 0004 or Placement Test

Students in COMM 0005 must be at an advanced level of English. In the first class of this 84-hour course, you are given a placement test to determine eligibility.

Course 0004 is a Prerequisite for: 0005

You will need to obtain a minimum grade of 65% in COMM 0005 to receive a "P" in English 12. This will allow you to enroll in a full-time program at BCIT. Some programs require a 70% (C), and others require a 75% (C+).

Course Calendar Description: Prepares students whose first language is not English but have good writing and speaking skills. You will learn the writing, reading, speaking, listening and study skills needed for BCIT full-time programs.

The course covers essentials of business language skills. A grade of 65% in this course equals a "P" in English 12. Check with BCIT Admissions to find out the final grade that you need for the program you are planning to take.

Course Goals: COMM 0005 consists of 21 4-hour classes. This course is designed to prepare students whose first language is not English. The course focuses on developing reading, writing, speaking, and study 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.

Evaluation

Writing Assignments	50%
Oral Presentation	10%
Quizzes	5%
Midterm Exam	15%
Final Exam	20%
TOTAL	100%

Course Learning Outcomes/Competencies: When you have successfully completed this course, you should be able to:

Writing Skills

1. Write sentences that are clear, concise, and grammatically correct
2. Identify and correct 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

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
7. Use an English-to English dictionary.

Listening and Speaking Skills

1. Plan, organize, and deliver an effective oral presentation.
2. Improve the grammatical correctness of your speech.

Course Content Verification

I verify that the content of this course outline is current, accurate, and complies with BCIT Policy.

Program Head/Chief Instructor

Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
Operating Unit: Academic Studies
Program: Pre-Entry Communication

COMM 0004
Introduction to BCIT for EAL Students

Instructor Information

Name: Leanne Bourassa **Office Location:** SW3 4705
Office Phone: 451-7044 ext 9764 **Office Hours:** by appointment
E-mail Address: leannebourassa@hotmail.com

Learning Resources

Required:

Effective Writing. Course Manual, Communication Department, BCIT (available from the book store).

An English-to English dictionary.

For your hand-written assignments, you'll need

- 3-hole lined 8-1/2 by 11" notepaper
- a pen (black or blue ink only) or HB pencil
- liquid paper or other means of making corrections neatly
- 2 write – on overhead transparencies
- 2 different colored water-soluble (washable) overhead transparency pens

BCIT Policy Information for Students: 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 page 2 of the 1999 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 1999 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 1999 Full-time Calendar. Check with the Pre-Entry program head if you have any questions about policies.

Assignment Details:

1. You are required to 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. If you miss an in-class assignment, it is your responsibility to arrange with the instructor to write it in another class or at another time under the instructor's supervision. If you fail to do so, you will receive a grade of zero for the assignment.
4. Unless you have obtained an extension, you will be assessed a late penalty of 10% per day for late assignments. Assignments received after other students' marked assignments have been returned will receive comments but no grade.

All writing assignments must meet the following requirements:

- 1 ☐ **Acceptable Paper.** Use lined 8-1/2 by 11" notepaper. Please start writing on the side of the page that has holes on the left.
- 2 ☐ **Functional Margins and Double-Spaced.** Leave 1" margins on all sides of the assignment to allow for marking. Write only on every **second** line to leave room for the instructor's comments.
- 3 ☐ Assignments may be handwritten in black or blue ink or word-processed.

Proper Identification. Write your name and course number on the top right hand corner of each page.

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

1. Team work. 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.
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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 coworkers and supervisors.

To meet workplace standards, you'll have to

- Submit all assignments on time, or obtain extensions before deadlines
- Attend all classes, or explain an 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.

OUTLINE OF YOUR WORK FOR THIS COURSE

(schedule is subject to change based on the instructor's perception of the needs of the class)

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1	<i>Diagnostic Testing: Grammar & Writing Skills</i>		
2	Introduction to the course, classmates, & instructor Purchasing texts	WRITING STUDY SKILLS	<ul style="list-style-type: none"> • Writing a letter • Identifying subjects and verbs • Surveying your textbook • Working in groups
3,4,5		MECHANICS WORD USE WRITING STUDY SKILLS Assignment #1 Writing subject lines and purpose states	<ul style="list-style-type: none"> • Apostrophes • Spelling Improvement • The planning & writing process – Unit 1: WS • Identifying subjects and verbs • Subject/Verb Agreement • Working in groups
6,7,8		MECHANICS WRITING SPEAKING SKILLS Assignment #2 Writing a plan and a letter of request	<ul style="list-style-type: none"> • Commas • Fragments & run-ons • Verb Tenses and Passive Voice • Sentence focus – Unit 2: SW • Presenting in a group/preparing and offering feedback
9,10,11		WRITING SPEAKING SKILLS Assignment #3 Writing a memo Assignment #4 Sentence combining and using active voice	Sentence patterns – Unit 2:SW Sentence combining Using articles – handouts Finding main ideas and supporting details – handouts
12 Date: _____	MIDTERM EXAM One hour review		
13,14		WRITING READING SKILLS Assignment #5 Writing a letter using "hard" information	<ul style="list-style-type: none"> • Sentence-combining (con't) • Words – Unit 3: SW • Pronouns • Skimming and scanning

15,16		<p>WRITING</p> <p>STUDY SKILLS</p> <p>SPEAKING SKILLS</p> <p>Assignment #6 Writing an oral presentation memo</p>	<ul style="list-style-type: none"> Improving reader access – Unit 5 Misplaced and Dangling Modifiers Parallel Structure Taking notes (handout and video) Impromptu oral presentations
17,18		<p>WRITING</p> <p>ORAL PRESENTATIONS DAY 1</p> <p>Assignment #7 Writing a memo using lists</p>	<ul style="list-style-type: none"> Paragraph development – Unit 4 WS Improving Reader Access (con't) Parallel structure (con't)
19		<p>WRITING</p> <p>ORAL PRESENTATIONS DAY 2</p> <p>Assignment # Writing a letter using heads and lists</p>	<p>Patterns of paragraph development</p> <p>Using a dictionary</p>
20		<p>WRITING</p> <p>ORAL PRESENTATIONS DAY 3</p> <p>Assignment # Writing main idea sentences</p>	<p>Organizing and writing effective paragraphs</p> <p>Adjectives & adverbs</p>
21		<p>WRITING</p> <p>STUDY SKILLS</p> <p>ORAL PRESENTATIONS DAY 4</p> <p>Assignment # Writing paragraphs</p>	<p>Paragraphs (con't)</p> <p>Editing and proofreading exercises</p> <p>Preparing for and writing exams</p>
Date: _____	<p>FINAL EXAM (3 hours)</p>		

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 letter
- Spelling exercises
- Vocabulary building exercises
- Skimming and scanning
- Reading comprehension exercises
- Editing & proofreading exercises

Important Dates Comm 0005

Note: Students are expected to attend all of the following classes. Non-attendance on any of the following days will result in a mark of zero for that assignment or test.

Class 3	July 11	Pre-assignment due - letter (take-home)
Class 4	July 12	Assignment #1 – Writing a letter (in class)
Class 5	July 13	Assignment #2 Paragraph writing (in class)
Class 6	July 14	Assignment #3 Writing a memo (in class)
Class 7	July 17	Assignment #4 Writing a memo (take home)
Class 9	July 19	Assignment #5 Paragraph writing (in class)
Class 10	July 20	Quiz #1 Hand-in assignment #4
Class 11	July 21	Assignment #6 Writing a letter (in class)

Class 12	July 24	Mid-term exam
Class 14	July 26	Assignment #7 Paragraph writing (in class)
Class 16	July 28	Assignment #8 Editing a letter (in class)
Class 17	July 31	Assignment #9 – Editing a memo (in class) Oral presentations
Class 18	August 1	Quiz #2 Oral presentations
Class 19	August 2	Assignment #10 – Writing a memo (take home) Oral presentations
Class 20	August 3	Oral presentations
Class 21	August 4	Review for final exam and write optional assignment #11
Class 22	August 5	Final exam