



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Operating Unit: Academic Studies

Program: Pre-Entry Communication

Course Outline

COMM. 0005

*Technical English for English as an
Additional Language Students*

Start Date: Sept. 9

End Date: Oct. 22

Course Credits: 0

Term/Level: Fall

Total Hours: 84

Total Weeks: 7

Hours/Week: 12

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 14 six-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	5%
Quizzes and Participation	15%
Midterm Exam	10%
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.

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COMM 0004
Introduction to BCIT for EAL Students

Instructor Information

Name: Mary-Rose De Atley

Office Location: SW3 4705

Office Phone: 451-6777 + 9641

Office Hours: by appointment

E-mail Address:

Learning Resources

Required:

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

An English-to English dictionary. Eg. Collins Cobuild Learner's Dictionary
Collin's Cobuild English Dictionary
Oxford Learner's Dictionary

Recommended: Oxford Paperback Thesaurus
Nelson's A Canadian Writer's Guide

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 dark pencil
 - liquid paper or other means of making corrections neatly
 - 2 write – on overhead transparencies
 - 2 different colored water-soluble (washable) overhead transparency pens
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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 7 marked writing assignments in this course. All marked assignments will be done in class. In addition, there will be one required take-home assignment, which will be ungraded, and two ungraded optional assignments for which you will receive written comments.
2. Each assignment is to be your own individual work. When writing assignments, you are allowed to use a dictionary, thesaurus, the textbook, and class handouts and notes, but you are not allowed to consult with another person. Read the BCIT student calendar p. 4 & 5 to familiarize yourself with the BCIT policy on cheating and plagiarism.
3. You must complete all assignments to be eligible to pass this course. Regular attendance is crucial. Read the BCIT calendar p. 5 to familiarize yourself with the attendance policy.
4. If you miss an in-class assignment, you may write it for practice and to receive written feedback from the instructor. You will not receive a mark for the assignment. Time will be set aside during the course for students to write missed assignments.

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 ink or dark pencil.

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.
- 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

Home Study: You have chosen to take a very short and intensive Communication course. As well as completing your homework and reviewing the day's work, you need to work consistently outside of the classroom on your individual grammar weaknesses, improving your vocabulary, and reading to improve your comprehension and speed.

OUTLINE OF YOUR WORK FOR THIS COURSE			
(subject, topic, and content based on the instructor's perception of the needs of the class)			
CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1	Diagnostic Testing: Grammar & Writing Skills		
	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
2,3		MECHANICS WORD USE WRITING STUDY SKILLS Assignment #1 Writing subject lines and purpose statements	<ul style="list-style-type: none"> • Apostrophes • Spelling Improvement • The planning & writing process – Unit 1: EW • Identifying subjects and verbs • Subject/Verb Agreement • Working in groups
4,5		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: EW • Presenting in a group/preparing and offering feedback
Grammar Quiz 1			
6		WRITING SPEAKING SKILLS Assignment #3 Writing a memo Assignment #4 Sentence combining and using active voice	Sentence patterns – Unit 2:EW Sentence combining Using articles – handouts Finding main ideas and supporting details – handouts
Grammar Quiz 2 & 3			
Sept. 30	MIDTERM EXAM (2 ½ hours)		
8		WRITING READING SKILLS Assignment #5 Writing a letter using "measurable" information	<ul style="list-style-type: none"> • Sentence-combining (con't) • Words – Unit 3: EW • Pronouns • Skimming and scanning

9		<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
10	Grammar Quiz 4	<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 EW Improving Reader Access (con't) Parallel structure (con't)
11		<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>
12		<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>
13		<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>
Oct. 22	<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