



MAY - 2 2001

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:	April 9, 2001	End Date:	June 25, 2001
Course Credits:	0	Term/Level:	Spring 2001
Total Hours:	84		
Total Weeks:	11		
Hours/Week:	8		

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 Assignment	45%
Oral Presentation	10%
Quizzes	5%
Exercises, Oral Skills, Participation, Attendance	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 0005
Technical English and Learning Skills
for Second Language Students

Instructor Information

Name:	Lynda Hadley	Office Location:	SW3 – 4705
Office Phone:	451-7044 (4235)	Office Hours:	By appointment
E-mail Address:	lhadley@intouch.bc.ca		

Learning Resources

Required:

Fitzpatrick, Dale and Kathleen Center Vance. *Writing for Success: Preparing for Business, Technology, Trades, and Career Programs*. Prentice-Hall (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

Recommended:

The following books are not required; however, if you need a good English-English dictionary, a thesaurus, a style guide, or grammar books, you may be interested in one or more of these titles.

Collins Cobuild English Dictionary

Gage Canadian Dictionary

Oxford Paperback Thesaurus: An A-Z of Synonyms

Finnbogason, Jack & Al Valteau. *A Canadian Writer's Guide*. ITP Nelson

Azar, Betty. *Understanding and Using English Grammar*. Prentice-Hall

Murphy, Raymond. *Grammar in Use*. Cambridge University Press

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.

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	Introduction to the course, classmates, & instructor Purchasing texts Diagnostic		<ul style="list-style-type: none"> Identifying subjects and verbs Editing Letter Format and Structure
2, 3		WRITING STUDY SKILLS Assignment #1	<ul style="list-style-type: none"> Writing a letter Identifying subjects and verbs Subject Verb Agreement Surveying your textbook Working in groups Subject Lines Using Language to Include All Readers
4, 5		MECHANICS WORD USE WRITING ORAL PRESENTATIONS STUDY SKILLS Assignment #2	<ul style="list-style-type: none"> Comma Rules Format Errors Defining Reader and Purpose Paragraph Writing Working in groups Main Idea First Sentence Patterns Presenting in a group/preparing and offering feedback
6		MECHANICS WRITING SPEAKING SKILLS Assignment #3	<ul style="list-style-type: none"> Sentence Patterns Run-ons and Fragments Commas Main Idea First Getting to the Point Tone
7,8		WRITING SPEAKING SKILLS Assignment #4	<ul style="list-style-type: none"> Sentence patterns – Unit 2:EW Sentence combining Using articles – handouts Memo Practice
9,10	Quiz 1	WRITING SPEAKING SKILLS Assignment #5	<ul style="list-style-type: none"> Active passive Summarizing Verb Practice
11	MIDTERM EXAM [3 hrs]		

12, 13		WRITING MID TERM REVIEW ORAL PRESENTATIONS READING SKILLS Assignment #6	<ul style="list-style-type: none"> • Choosing Words Carefully • Articles • Preparing for Oral Presentation • Summarizing • Pronouns • Words • Combining Sentences
14, 15		WRITING STUDY SKILLS SPEAKING SKILLS Assignment #7 Assignment #8	<ul style="list-style-type: none"> • Misplaced and Dangling Modifiers • Combining Sentences • Words • Headings • Lists • Parallel Structure
16, 17		WRITING ORAL PRESENTATIONS Assignment #9	<ul style="list-style-type: none"> • Review • Paragraph Writing • Capitalization
18-19		WRITING ORAL PRESENTATIONS Assignment #10	<ul style="list-style-type: none"> • Patterns of paragraph development • Review
20		WRITING ORAL PRESENTATIONS [Assignment #11]	<ul style="list-style-type: none"> • Paragraph Practice • Review for Final Exam
21	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 letter
- Spelling exercises
- Vocabulary building exercises
- Skimming and scanning
- Reading comprehension exercises
- Editing & proofreading exercises