



**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:** July 13, 2001

**End Date:** Aug.15

**Course Credits:** 0

**Term/Level:** Summer 2001  
COMM 0005

**Total Hours:** 84

**Course location:** DTC, Room 557

**Total Weeks:** 06

**Hours/Week:** 16

### **Prerequisites: 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 0005 is a Prerequisite for: Regular BCIT programs**

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. The marks required to enter further programs at BCIT will vary with each program.

**Course Calendar Description:** Prepares students whose first language is not English but have good writing and speaking skills. Students will learn the writing, reading, speaking, listening and study skills needed for BCIT full-time programs. The course covers essentials of business language skills and effective written communication. 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 84 hours total. 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 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 Skills (includes classroom participation and presentation)	5%
Midterm Exam	15%
Final Exam	30%

**TOTAL**

100%  
0  
0  
%

**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. Effectively organize paragraphs
4. Organize and develop your ideas effectively in clear, effective sentences
5. Edit and proofread written assignments
6. Determine appropriate tone and style to apply to specific assignments
7. Express yourself clearly and understandably in written or spoken format

**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. Prepare successfully for exams
4. Use an English-to-English dictionary.
5. Work effectively with others on group projects
6. Take effective notes from written course materials and class lectures

**Listening and Speaking Skills**

1. Plan, organize, and deliver an effective oral presentation.
2. Speak using correct grammar, vocabulary and understandable accent

**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**

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### **Instructor Information**

**Name:** Carolee McGillivray      **Office Location:** none  
**Office Phone:** 451-4077      **Office Hours:** (during break and post-class tutorials)  
**E-mail Address:** caroleem@attcanada.ca

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### **Learning Resources**

#### **Required:**

A good 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

**Recommended:** You'll want to have a good **English –to English dictionary**. I strongly recommend you use your English dictionary in each class rather than an electronic dictionary.

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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.

#### **.D. Required in Examination Centres**

Effective December 2000, in order to write exams, students will be required to produce photo-identification at examination centres. Photo I.D. must be placed on the desk before an exam will be issued to the student. The I.D. must remain in view on the desk while writing the exam, for inspection by invigilators. Students should bring a BCIT OneCard or alternatively two pieces of identification, one of which must be government photo I.D. such as a driver's license. Please see BCIT Policy #5300, Formal Invigilation Procedures.

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.

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**Assignment Details:** You are required to complete all 6 assignments—practice and graded—for this course as well as write the midterm and the final exam. In-class assignments must be completed and handed in during the class in which they are given. Any take-home assignments must be submitted at the beginning of the next class.

If you miss an in-class assignment, it is your responsibility to arrange with the instructor – **before the missed class** - to write it in another class or at another time under the instructor's supervision. A valid doctor's note or other indication of the reason the class was missed will be required to be eligible to make up the missed assignments. If you fail to do so, you will receive a grade of zero for the assignment. 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. If you want to word-process assignments, ask your instructor. 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.

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

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**Professionalism, Participation & Oral Skills:** 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 using clear, effective and understandable English.

**Comm 0005 – Schedule  
Summer 2001-07-12**

Class 1	Placement test done previously	
Class 2	Friday, July 13, 5:30 – 9:30	Overview, group work, reading comprehension and diagnostic written summary
Class 3	Saturday, July 14, 11:30 – 4:30	Diagnostic grammar test, grammar review, in-class editing, newspaper work and summarizing, rewrite.
Class 4	Sunday, July 15, 9:00 – 3:00	Final rewrite/edit of <b>Assignment 1</b> .
Class 5	Friday, July 20, 5:30 – 9:30	Group evaluations of Assignment 1. Video on study skills. Group paragraph write (summary). Vocabulary work.
Class 6	Saturday, July 21, 11:00- 5:00	<i>Writing for Success</i> , Chapter 5 group summaries. Preview oral presentation standards. Choose oral presentation topics.
Class 7	Sunday, July 22, 9:00 – 3:00	Presentations video. <b>Assignment 2</b> .
Class 8	Friday, July 27, 5:30 – 9:30	Writing memos that inform
Class 9	Saturday, July 28, 11:30 – 4:30	Continue memo work - memos that request. Midterm preparation. <b>Assignment 3</b>
Class 10	Sunday, July 29, 9:00 – 3:00	Continue memo work – memos that explain a process and memos that evaluate/explain. Mid-point, in-class tutorials. Mock mid-term.
Class 11	Friday, August 3, 5:30 – 9:30	<b>Midterm.</b>
Class 12	Saturday, August 4, 11:00-5:00	Midterm review/discussion. Oral presentations.
Class 13	Sunday, August 5, 9:00 – 3:00	Oral presentations. Writing incident reports. <b>Assignment 4</b> .
Class 14	Friday, August 10, 5:30 – 9:30	Review/discuss presentations. Writing incident reports. <b>Assignment 5</b>
Class 15	Saturday, August 11, 11:00-5:00	Writing entrance-letters.
Class 16	Sunday, August 12, 9:00 – 3:00	Continue writing entrance letters. <b>Assignment 6</b> . Preparation for final.
Class 17	<b>Wednesday</b> , August 15, 6:00 – 9:00	Final exam.

## OPTION 2

Class 1	Placement test done previously	All the same material will be covered as above but will simply be recalibrated to suit the schedule here.
Class 2	Friday, July 13, 5:30 – 9:30	
Class 3	Saturday, July 14, 11:30 – 4:30	
Class 4	Sunday, July 15, 9:00 – 3:00	
Class 5	Friday, July 20, 5:30 – 9:30	
Class 6	Saturday, July 21, 11:30 – 4:30	
Class 7	Sunday, July 22, 9:00 – 3:00	
Class 8	Friday, July 27, 5:30 – 9:30	
Class 9	Saturday, July 28, 11:30 – 4:30	
Class 10	Sunday, July 29, 9:00 – 3:00	
Class 11	Friday, August 3, 5:30 – 9:30	
Class 12	Saturday, August 4, 11:30 – 4:30	
Class 13	Sunday, August 5, 9:00 – 3:00	
Class 14	Friday, August 10, 5:30 – 9:30	
Class 15	Saturday, August 11, 11:30 – 4:30	
Class 16	Sunday, August 12, 9:00 – 3:00	
Class 17	Friday, August 17, 5:30 – 8:30	
Class 18	Saturday, August 18, 10:00 – 1:00	<b>Final Exam</b>