



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE NAME	Technical English for English as an Additional Language Students		
COURSE NUMBER	Comm 0005	DATES	Sept. 8 – Dec. 8, 2001
TAUGHT TO	Pre-entry	CREDITS	N/A
DEPARTMENT	Communication		
TERM	Fall 2001	HRS/WK	6
NO. OF WEEKS	14	TOTAL HOURS	84
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INSTRUCTOR	Maralyn Otte	OFFICE	SW3 4705
OFFICE HOURS	By appointment	PHONE	451-7044, ext. 6883
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PREREQUISITES

Students in COMM 0005 must be at an advanced level of English. Students become eligible to take this course by passing COMM 0004 or by achieving the appropriate level in the COMM 0009 placement test.

COURSE SUMMARY

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), a 75% (C+), or an 80% (B) in 0005. Check with Admissions for more information about prerequisites.

EVALUATION

Writing Assignments	50%
Oral Presentation	5%
Exercises	5%
Midterm	15%
Final	25%

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
- bring required texts and materials to each class
- treat each other and your instructor with courtesy and consideration
- contribute to the success of the 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 with two dividers
- pencil and large eraser or pen and white-out

You will be required to provide materials for your oral presentation including cue cards, overhead transparencies, and overhead pens.

REQUIRED TEXTS

Dictionary -- You must bring an English-English dictionary to every class. The following two dictionaries are recommended. You must have one of these or a dictionary with the same features.

Oxford English Advanced Learner's Dictionary
Collins Cobuild English Dictionary

ASSIGNMENT POLICY

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

You are required to rewrite graded assignments. The rewrite will not result in a raised grade for the assignment. If the rewrite is not completed by the given due date, you will receive zero 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 completed by 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).
4. If you miss an in-class assignment, you will receive a zero for the assignment unless you have a medical certificate or arrange with the instructor to write the assignment at another time. It is your responsibility to contact the instructor to make necessary arrangements.
5. Unless you have obtained an extension, you will be assessed a late penalty of 10% per day for late take-home assignments, rewrites, or exercises.
6. All exercises will be checked by the instructor. If exercises are not satisfactorily completed, marks will be deducted from the five percent allotted for "Exercises."
7. All assignments, exercises, and rewrites must be completed in order to pass the course.

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 or leave the class early will be considered absent for the nearest number of hours that they have missed. Students who do not come to class with the required books 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 trees). These graphics, which we call "key visuals," will help you to understand ideas and present them more clearly to others.

COURSE TOPICS

WRITING SKILLS	GRAMMAR & MECHANICS
Business & Technical Writing Planning Process Memo & Letter Format Sentence Structure Technical Writing Style Headings Library Skills Oral Presentation Skills	Count / Non-Count Nouns Articles Basic Terms in Grammar Identifying Subject & Verb Kinds of Clauses Sentence-Combining Gerunds & Infinitives Prepositions & Prep. Phrases Subject-Verb Agreement Fragments, Comma Splices, & Run-on Sentence Errors Verb Tenses Modals
MIDTERM – October 27	
Paragraph Organization Comparison & Justification Suggestions & Recommendations Stacked Lists Study Skills Oral Presentations	Misplaced & Dangling Modifiers Parallelism Punctuation
FINAL EXAM – December 8	

Topics may be added or the sequence may be changed in order to meet the needs of the class.