



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School: Computing and Academic Studies

Department: Pre-Entry Communication

## Course Outline

**COMM. 0005**

*Technical English and Learning Skills for  
Second Language Students*

|                        |                      |                    |                      |
|------------------------|----------------------|--------------------|----------------------|
| <b>Start Date:</b>     | <b>Oct. 27, 2001</b> | <b>End Date:</b>   | <b>Dec. 15, 2001</b> |
| <b>Course Credits:</b> | <b>0</b>             | <b>Term/Level:</b> | <b>Fall 2001</b>     |
| <b>Total Hours:</b>    | <b>84</b>            |                    |                      |
| <b>Total Weeks:</b>    | <b>8</b>             |                    |                      |
| <b>Hours/Week:</b>     | <b>12</b>            |                    |                      |

### **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 84 hours of 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                               | 45%         |
| Oral Presentation                                 | 10%         |
| Quizzes, Exercises, Oral Skills,<br>Participation | 10%         |
| Midterm Exam                                      | 15%         |
| Final Exam                                        | <u>20%</u>  |
| <b>TOTAL</b>                                      | <b>100%</b> |

**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 Burnaby  
**Office Phone:** 471-5044 (4235)      **Office Hours:** by appointment  
**E-mail Address:** lhadley@intouch.bc.ca

---

### **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
- 

**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 BCIT Full-time Calendar for more information about this policy.

### **I.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 drivers 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.

### Assignment Details:

1. You are required to complete a minimum of 7 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. **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. **Margins and Spacing.** 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.
4. **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
- Be prepared for each class by doing the homework exercises and reading
- 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)

| WEEK                                      | TOPIC<br>LANGUAGE SKILL                                                                                     | STRUCTURE                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 1                                    | WRITING PROCESS<br><br><b>Assignment #1</b>                                                                 | <b>Diagnostic Testing</b><br>Introduction to the course, classmates, & instructor<br>Purchasing texts <ul style="list-style-type: none"> <li>• Writing a letter</li> <li>• Identifying subjects and verbs</li> <li>• Surveying your textbook</li> <li>• Working in groups</li> <li>• Salutations/Subject Lines</li> <li>• Subject-verb Agreement</li> <li>• Memo Writing</li> </ul> |
| Week 2                                    | MECHANICS<br>WORD USE<br>WRITING<br>ORAL PRESENTATIONS<br><br><b>Assignment #2</b>                          | <ul style="list-style-type: none"> <li>• Making Purpose Clear</li> <li>• Defining Reader and Purpose</li> <li>• Format review</li> <li>• Punctuation Review</li> <li>• Main Ideas First</li> <li>• Paragraph Writing Review</li> <li>• Sentence Patterns</li> <li>• Getting to the Point</li> <li>• Active Voice</li> <li>• Tone – Being Direct and Polite</li> </ul>               |
| Week 3                                    | MECHANICS<br>WRITING<br>ORAL PRESENTATIONS<br><b>Quiz #1</b><br><b>Assignment #3</b>                        | <ul style="list-style-type: none"> <li>• Sentence Patterns, Unit 3 WFS</li> <li>• Commas</li> <li>• Combining Sentences</li> <li>• Using Articles</li> <li>• Verb Tenses and Passive Voice</li> <li>• Prepositions</li> <li>• Presenting in a group/preparing and offering feedback</li> </ul>                                                                                      |
| Week 4<br><br>MID-TERM<br>EXAM<br>[3 hrs] | WRITING<br>SPEAKING SKILLS<br>READING SKILLS<br><b>Assignment #4</b>                                        | <ul style="list-style-type: none"> <li>• Writing in Technical Style</li> <li>• Pronouns</li> <li>• Chapter 4, Words</li> <li>• Summarizing</li> </ul>                                                                                                                                                                                                                               |
| Week 5                                    | WRITING<br>READING SKILLS<br>ORAL PRESENTATIONS<br><b>Assignment #5 [take home]</b><br><b>Assignment #6</b> | <ul style="list-style-type: none"> <li>• Pronouns</li> <li>• Combining Sentences</li> <li>• Dangling/Misplaced Modifiers</li> <li>• Headings</li> <li>• Lists</li> <li>• Parallel Structure</li> </ul>                                                                                                                                                                              |

|                                                          |                                                                                         |                                                                                                      |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Week 6</b>                                            | WRITING<br>STUDY SKILLS<br>ORAL PRESENTATIONS<br><b>Quiz #2</b><br><b>Assignment #7</b> | <ul style="list-style-type: none"><li>• Writing paragraphs</li><li>• Chapter 5, WFS</li></ul>        |
| <b>Week 7</b><br><br><b>FINAL EXAM</b><br><b>[3 hrs]</b> | WRITING<br><b>Assignment #8</b>                                                         | <ul style="list-style-type: none"><li>• Paragraph practice</li><li>• Review for final exam</li></ul> |