Course Outline

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
School: Computing and Academic Studies
Department: Pre-Entry Communication

COMM. 0005
Technical English for English as an
Additional Language Students

Start Date:	**Jan. 5**	**End Date:** Feb. 10	
Course Credits:	0	**Term/Level:** Winter	
Total Hours:	84		
Total Weeks:	6		
Hours/Week:	14		

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 12-7hour 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%
Exercises, Quizzes and Participation	10%
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. Draft, revise, and edit extended texts such as sustained series of paragraphs comprising a college level report.
2. Identify and correct to eliminate all but occasional grammatical and lexical errors.
3. Use a wide range of complex structures and a good control over sentence patterns.
4. Use a wide range of vocabulary appropriate to the formality level, subject area, topic and task.
5. Set and adjust goals according to audience, purpose, form, and organization.

Reading skills
1. Comprehend a wide variety of lengthy complex material (e.g. technical manuals, journal articles, formal and informal reports.)
2. Take effective study notes from readings.
3. Comprehend a complete range of structures to be able to fully interact with the text

Speaking skills
1. Participate in a variety of complex academic activities or situations involving multiple purposes and participants (e.g. group work, discussions, seminars, meetings, presentations.)
2. Respond to questions and feedback and maintain or extend an exchange.
3. Use a wide range of vocabulary, idioms and colloquial expressions to handle most study situations typical of academic environments.
4. Use a wide range of structures fluently and appropriately with very few errors which interfere with meaning.

Listening skills
1. Understand conversations, discussions, instructions, lectures at a normal rate of speech, despite unfamiliar or low frequency vocabulary.
2. Understand natural speech incorporating changes in rate of delivery and a full range of structures.
3. Understand a range of vocabulary, idioms, colloquial expressions and technical terminology to handle most study situations typical of an academic environment.
4. Take effective notes from oral academic discourse (e.g. lectures, presentations, videos).

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.

BCIT™

KNOWLEDGE THAT WORKS

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
Operating Unit: Academic Studies
Program: Pre-Entry Communication

Instructor Information

Name: Mary-Rose DeAtley   **Office Location:**

Office Phone:451-6777 + 9641   **Office Hours:**

E-mail Address:

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
- 2 write – on overhead transparencies
- 2 different colored water-soluble (washable) overhead transparency pens

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:

Attendance Policy: You are required to attend all classes. If you cannot attend a class, notify your instructor in advance, just as you would call your supervisor in the workplace if you couldn't make it to work. Excused absences are limited to 10 per cent of the total classroom hours. Excessive absence may result in failure or immediate withdrawal from the course (BCIT Policy # 5201). It is your responsibility to contact your instructor to arrange to catch up on any assignments or work you missed.

Conduct Policy: BCIT is committed to creating and maintaining an environment that is conductive 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 (BCIT Policy #5251).

Harassment and Discrimination Policy: BCIT and its management, together with the unions and the student Association, are committed to providing and environment where the individual differences of al students and employees are valued and respected - an environment free from harassment and discrimination (BCIT Policy #7507).

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 one marked writing assignment per week in this course, in addition to 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, you may write it and submit it to the instructor for written comments but no grade.
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	**Diagnostic Testing: Grammar & Writing Skills**		
	Introduction to the course, classmates, & instructor. Purchasing texts	WRITING STUDY SKILLS	• Writing a letter • Identifying subjects and verbs • Surveying your textbook • Working in groups
2,3 **Grammar quiz 1**		MECHANICS WORD USE WRITING STUDY SKILLS	• Apostrophes • The planning & writing process – Unit 1: EW • Identifying subjects and verbs • Subject/Verb Agreement • Working in groups
4,5 **Grammar Quiz 2**		MECHANICS WRITING SPEAKING SKILLS	• Commas • Fragments & run-0ns • Verb Tenses and Passive Voice • Sentence focus – Unit 2: EW • Presenting in a group/preparing and offering feedback
6 **Grammar Quiz 3**		WRITING SPEAKING SKILLS	Sentence patterns – Unit 2:EW Sentence combining Using articles – handouts Using prepositions Finding main ideas and supporting details – handouts
Jan. 20	**MIDTERM EXAM** **(3 hours)**		
8		WRITING READING SKILLS	• Sentence-combining (con't) • Words – Unit 3: EW • Pronouns • Skimming and scanning

9		WRITING	• Improving reader access – Unit 5
Grammar quiz 4			• Misplaced and Dangling Modifiers
			• Parallel Structure
		STUDY SKILLS	• Impromptu oral presentations
		SPEAKING SKILLS	
10		WRITING	• Paragraph development – Unit 4 EW
			• Improving Reader Access (con't)
			• Parallel structure (con't)·
11		WRITING	Patterns of paragraph development
Grammar quiz 5			
12		WRITING	Organizing and writing effective paragraphs
		ORAL PRESENTATIONS DAY 1	Adjectives & adverbs
13		WRITING	Paragraphs (con't)
		ORAL PRESENTATIONS DAY2	Editing and proofreading exercises
		REVIEW FOR EXAM	Preparing for and writing exams
Feb. 10	**FINAL EXAM (3 hours)**		

n 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 letters
- Spelling exercises
- Vocabulary building exercises
- Skimming and scanning
- Reading comprehension exercises
- Editing & proofreading exercises