



MAR 03 2003

Course Outline

A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies
Program: Pre-entry Communication**COMMUNICATION 0005**
Technical Communication for
Second-Language Students**Start Date:** January 6, 2003**End Date:** February 10, 2003**Total Hours:** 84 **Total Weeks:** 5.25**Term/Level:** Pre-entry **Course Credits:** N/A**Hours/Week:** 16**Prerequisites:**

COMM 004 or Placement Test

COMMUNICATION 0005 is a Prerequisite for:Entry into BCIT programs.
You will need 65% in 0005 for a "P" in English 12.
Some programs require a higher grade. You will need 70% for a C, 75% for a C+, and 80% for a B.**■ Course Description**

This course prepares students whose English language skills need upgrading to enrol in BCIT programs.. You will learn and practice the writing, reading, speaking, listening, and study skills needed for BCIT programs. This course covers the essentials of 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 you will apply the principles in individual or group exercises.

■ Evaluation

Writing Assignments	50%
Quizzes & Take-home Assignments	5%
Oral presentation	5%
Midterm Exam	15%
Final Exam	25%
TOTAL	100%

■ Instructor

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■ Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

WRITING

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

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

1. Participate in a variety of complex academic activities or situations involving multiple purposes and participants (e.g. group work, discussions, seminars, 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

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).

■ Verification

I verify that the content of this course outline is current.

Authoring Instructor

Date

I verify that this course outline has been reviewed.

Program Head/Chief Instructor

Date

I verify that this course outline complies with BCIT policy.

Dean/Associate Dean

Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

■ Learning Resources

Required Books

Writing for Success: Preparing for Business, Technology, Trades, and Career Program by Fitzpatrick and Vance.
(available from the book store)

You must bring an English–English dictionary to each class to improve your spelling, vocabulary, and comprehension. The following 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

Required Materials

The following materials must be brought to each class:

- 8 1/2-by-11-inch loose-leaf refill paper (not pages torn out of a notebook)
- 3-ring binder with two dividers
- pencil and large eraser or pen and white-out

For your oral presentation, you will need cue cards, overhead transparencies, and overhead pens

■ 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 Policy: 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 the current 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 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 Re-assessment and Appeal Policy and Freedom of Information Policy are outlined in the current Full-time Calendar. Check with the Pre-Entry program head if you have any questions about the policies.

■ Assignment Details

You are required to complete all assigned work, give an oral presentation, and write the quizzes, midterm exam, and final exam. In-class assignments must be completed and handed in during the class in which they are given. All take-home assignments, including grammar exercises, must be completed by the beginning of the class on the due date.

You will complete graded writing assignments in this course, in addition to ungraded writing assignments, reading exercises, and grammar exercises.

You will be required to rewrite 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.

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.

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.

All take-home assignments will be checked by the instructor. If they are not satisfactorily completed, marks will be deducted from the 5% allotted for this work.

■ 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.

■ 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
- Bring required texts and materials to every class
- Treat each other and your instructor with courtesy and consideration
- Contribute to the success of your course by participating actively in every class

Schedule of Topics

WRITING SKILLS	GRAMMAR & MECHANICS
Business & Technical Writing Technical Writing Style Planning Process Memo & Letter Format Sentence Structure Oral Presentation Skills Paragraph Structure Paragraph Organization Comparison & Justification Suggestions & Recommendations Headings & Lists Reading and Study Skills	Basic Terms in Grammar Prepositions Kinds of Clauses Subject-Verb Agreement Modals Verb Tenses Fragments, Comma Splices, & Run-on Sentence Errors Count / Non-Count Nouns Articles Pronouns Sentence-Combining Gerunds & Infinitives Misplaced & Dangling Modifiers Parallelism Punctuation
MIDTERM EXAM – Thursday, January 23	
FINAL EXAM – Monday, February 10	

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

MY PHILOSOPHY

I assign a large amount of take-home assignments that include grammar exercises, reading, and paragraph writing. I also then check and/or collect these assignments.

I check your HW to ensure that you have completed it, so I know that you have practiced the points discussed in class or assigned.

Therefore, when I talk about errors you are making, I know that you have the background knowledge. Focussing on specific grammar points in exercises will help you to focus on these points when you are writing in class or at work.

This homework must be completed to pass the course. It is take-home assignments. It is not your choice whether to do it or not.

A major problem for Pre-entry students is grammar errors in their writing.

You have been placed according to the placement test that consists of a grammar test and a written test. To be ready for BCIT this area must be improved.