



APR 22 2003

Course Outline

A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies

Program: Pre-entry Communication

Option: n/a

COMM 0005

*Technical English and Learning Skills
for Second Language Students*

Start Date:	April 7, 2003	End Date:	June 25,2003								
Total Hours:	84	Total Weeks:	11	Term/Level:	200320	Course Credits:	0				
Hours/Week:	8	Lecture:	n/a	Lab:	n/a	Shop:	n/a	Seminar:	n/a	Other:	n/a

Prerequisites

Course No.	Course Name
COMM0004 or COMM 0009 Placement	Technical Comm. Skills for Second Language Students

COMM 0005 is a prerequisite for:

You will need 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 70% [C], 75% [C+], or 80% [B].

COURSE 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 you need for the program you are planning to take.

EVALUATION

Writing Assignments	45%
Oral Presentation	10%
Quizzes	5%
Midterm Exam	15%
Final Exam	25%
TOTAL	100%

COURSE LEARNING OUTCOMES/COMPETENCIES

Upon successful completion, the student will 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, 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).

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.

INSTRUCTOR Lynda Hadley

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LEARNING RESOURCES

Required:

- [1] *Writing for Success: Preparing for Business, Technology, Trades, and Career Programs*, Dale Fitzpatrick and Kathleen Center Vance (available from the book store).
- [2] 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.

Recommended:

- [1] An English-to English dictionary
- [2] A thesaurus

INFORMATION FOR STUDENTS

Assignment Details:

1. You are required to complete a minimum of eight [8] 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. In-class assignments must be completed and handed in during the class in which they are given. You may also have one take-home assignment; if so, it must be submitted at the beginning of the class in which it is due.
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 take-home 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-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.

Ethics:

BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance:

The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

Illness:

A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Attempts:

Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

Course Outline Changes:

The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in 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	Introduction to the course, classmates, & instructor Purchasing texts Diagnostic		<ul style="list-style-type: none"> Identifying subjects and verbs Editing Letter Format and Structure
2, 3		WRITING STUDY SKILLS Assignment #1	<ul style="list-style-type: none"> Writing a letter Identifying subjects and verbs Subject Verb Agreement Surveying your textbook Working in groups Subject Lines Using Language to Include All Readers
4, 5		MECHANICS WORD USE WRITING ORAL PRESENTATIONS STUDY SKILLS Assignment #2	<ul style="list-style-type: none"> Comma Rules Format Errors Defining Reader and Purpose Paragraph Writing Working in groups WFS, Main Idea First Active/Passive Voice Sentence Patterns Presenting in a group/preparing and offering feedback
6		MECHANICS WRITING SPEAKING SKILLS Assignment #3	<ul style="list-style-type: none"> Sentence Patterns Run-ons and Fragments Commas Main Idea First WFS, Getting to the Point WFS, Tone Being Direct and Polite
7,8		WRITING SPEAKING	<ul style="list-style-type: none"> WFS, Unit 3, Sentence patterns Sentence combining

		SKILLS Assignment #4	<ul style="list-style-type: none"> Using articles - handouts Memo Practice
9, 10	QUIZ #1	WRITING SPEAKING SKILLS	<ul style="list-style-type: none"> Active passive WFS, Combining Sentences Prepositions Paragraph Writing
11	MIDTERM EXAM [3 hrs]		
12, 13		WRITING MID TERM REVIEW ORAL PRESENTATIONS READING SKILLS	<ul style="list-style-type: none"> WFS, Unit 4, Choosing Words Carefully Articles Preparing for Oral Presentation Summarizing Pronouns Words Combining Sentences
14, 15		WRITING STUDY SKILLS SPEAKING SKILLS Assignment #5	<ul style="list-style-type: none"> Misplaced and Dangling Modifiers Combining Sentences Words Headings Lists Parallel Structure
16, 17		WRITING ORAL PRESENTATIONS Assignment #6/7	<ul style="list-style-type: none"> Review Paragraph Writing Capitalization
18-19		WRITING ORAL PRESENTATIONS Assignment #8	<ul style="list-style-type: none"> Patterns of paragraph development Review
20	QUIZ #2	WRITING ORAL PRESENTATIONS [Assignment #9]	<ul style="list-style-type: none"> Paragraph Practice Review for Final Exam
21	FINAL EXAM (3 hours)		