



MAY 29 2003

Course Outline

A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies

Program: Pre-entry Communication

Option: Part-Time Studies

COMM 0005

Course Name ELT for International Students

Start Date:	May 12, 2003	End Date:	August 15, 2003
Total Hours:	120	Total Weeks:	14
Hours/Week:	3	Lecture:	
		Lab:	01
		Shop:	
		Seminar:	
		Other:	
Prerequisites:	COMM 005 is a Prerequisite for:		
COMM 0004	Writing, Speaking, Listening and Reading Skills for Technical Communication	Full-time programs	
COMM 0009	Communication Placement Test (or COMM 0009 test with placement at the COMM 0004 entry level)		

■ Course Description

COMM 0005 prepares students whose English language skills need upgrading to enrol in various technology and communication programs at BCIT. It focuses on sentence and paragraph writing, sentence patterns, punctuation, memo writing, subject-verb agreement, pronouns, modifiers, apostrophes, and active-passive voice.

■ Evaluation

Assignments and Quizzes	50%
Portfolio and Participation	5%
Midterm Exam	15%
Oral Presentation	10%
Final Exam	20%
TOTAL	100%

■ Course Learning Outcomes/Competencies

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).

■ **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

Rapti Dietrich

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Office Hrs.: By appointment

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■ Learning Resources

Required: Writing for Success by Dale Fitzpatrick

Dictionary

These items must be brought to each class. There will be a number of in-class assignments. The dictionary is needed because marks will be deducted for spelling errors. The pages of each assignment must be stapled together before submitting.

For your oral presentation, you will need overhead transparency sheets and water-soluble overhead pens.

Recommended:

A Thesaurus

■ Information for Students

Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

Makeup Tests, Exams or Quizzes: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

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.

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
WEEK 1	Identifying readers purpose	Handouts	In-class practice	
WEEK 2	Standard letter format, Chapter 1	Handouts/ WFS	In-class practice	
WEEK 3	Subject Lines and Salutations, Chapter 2	Handouts/ WFS	Assignment #1 (Letter)	
WEEK 4	Subject-Verb Agreement, Apostrophes, fragments & run-ons	Handouts/WFS	In-class practice	
WEEK 5	Chapter 3, Tenses, Sentence combining	Handouts/WFS	Assignment #2 (memo)	
WEEK 6	Active and Passive, Prepositions	Handouts/WFS	Assignment #3 (memo)	
WEEK 7	Chapter 4, pronouns	Handouts/WFS	Quiz	
WEEK 8	Midterm Exam	Handouts/WFS	Midterm July 2 (Wednesday)	
WEEK 9	Chapter 5, misplaced and dangling modifiers	Handouts/WFS	In-class practice	
WEEK 10	Chapter 6, parallel structure	Handouts/WFS	Assignment #4 (letter)	
WEEK 11	Chapter 6, capitalization	Handouts/WFS	Assignment #5 (Incident report)	
WEEK 12	Informal speeches, avoiding sentence errors	Handouts/WFS	Assignment #6 (letter)	
WEEK 13	Oral Presentations		Oral presentations	
WEEK 14	Review	Handouts	Final Exam	