



MAY 29 2003

Course Outline

A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies
Pre-Entry Communication**COMM 0005**
Technical English and Learning Skills for
Second Language Students

| | | | |
|---------------------|--------------|------------------------|---------------|
| Start Date: | May 17, 2003 | End Date: | June 22, 2003 |
| Total Hours: | 84 | Total Weeks: | 6 |
| Hours/Week: | 14 | Term: | 200320 |
| | | Course Credits: | 0 |

Prerequisites for COMM 0005:**COMM 0004** (or COMM 0009 test with placement at the 0005 entry level)**COMM 0005 is a Prerequisite for:****Full-time programs**

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

Evaluation

| | |
|---------------------|-----|
| Writing assignments | 50% |
| Oral presentation | 5% |
| Quizzes | 10% |
| Midterm exam | 15% |
| Final exam | 20% |

| | |
|-------|------------|
| TOTAL | <hr/> 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.
2. 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 (eg. Group work, discussions, 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 (eg. Lectures, presentation, videos)

Verification

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

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

Mary-Rose De Atley

Office Location: SE41-110

Office Phone: 451-6777+9641

Office Hrs.: By appointment

E-mail Address: mdeatley@bcit.ca

Learning Resources**Required:**

Writing for Success course manual, Communication Department, BCIT (available from bookstore)

A recent edition of either: Oxford Advanced Learner's Dictionary or Collins Cobuild English Dictionary

Recommended:

A thesaurus

An advanced grammar book for home study

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.

Assignment Details

1. You are required to complete one marked assignment per week, in addition to other writing practices and several short quizzes.
2. You must complete all assignments to be eligible to pass the course. The in-class assignments must be completed and handed in during the class in which they are given.

Schedule

(Schedule is subject to change based on the instructor's perception of the needs of the class)

| Class Number | Outcome/Material Covered | Reference/ Reading | Assignment | Due Date |
|--------------|--|------------------------|--------------------------------|----------|
| 1&2 | Introduction to course Letter & memo format and style Subject-verb agreement | Chapter 1 | | |
| 3&4 | Planning your writing Writing & revising a memo Impromptu presentations | | Quiz In-class assignment | |
| 5,6&7 | Putting the main idea first Writing paragraphs Verb tenses & forms Group discussion & writing | Chapter 2 Chapter 5 | | |
| 8 | Writing paragraphs Commas | Handouts | In-class assignment | |
| 9 | Articles Sentence structure Linking words | Chapter 3 | Quiz | |
| 10 | Prepositions Sentence-combining Preparing for exam | | Quiz In-class assignment | |
| 11 | Midterm exam | | | |
| 12 | Oral presentation techniques & planning | Video Handouts | Take-home assignment | |
| 13 | Including the reader | Chapter 4 | | |
| 14 | Using measurable information Apostrophes | | | |
| 15 | Modifiers/word order Headings | Chapter 6 | Quiz | |
| 16 | Parallel structure Lists | | Quiz In-class assignment | |
| 17 | Incident reports | | | |
| 18, 19&20 | Oral presentations Review for exam | | In-class assignment | |
| 21 | Final exam | | | |

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| 3 | Putting the main idea first Writing paragraphs Verb tenses & forms Group discussion & writing | Chapter 2 Chapter 5 | | |
| 4 | Writing paragraphs Commas Prepositions | Handouts | Quiz In-class assignment | |
| 5 | Articles Sentence structure/combining Linking words Preparing for exam | Chapter 3 | Quiz | |
| 6 | Midterm exam Oral presentation techniques & planning | Video Handouts Chapter 4 | Take-home assignment | |
| 7 | Including the reader Apostrophes | Chapter 6 | Quiz | |
| 8 | Modifiers/word order Using measurable information | | | |
| 9 | Oral presentations Incident reports | | Quiz In-class assignment | |
| 10 | Oral presentations Parallel structure Headings & Lists | | Quiz In-class assignment | |
| 11 | Oral presentations Review for exam | | | |
| 12 | Final exam | | | |