



## Course Outline

A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies

Program: Pre-entry Communication

**Start Date:** April 3, 2004**End Date:** May 9, 2004**Total Hours:** 84 **Total Weeks:** 6**Term/Level:** n/a **Course Credits:**

n/a

**Hours/Week:** 14 **Lecture:** n/a**Lab:** n/a **Shop:** n/a**Seminar** n/a**Prerequisites****COMM 0005 is a Prerequisite for:**

Course No.	Course Name
COMM 0004	Technical Communication for Second Language Students (or COMM 0009 test with placement at the COMM 0005 entry level)

Course No.	Course Name
	Entry into BCIT Full-time 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**

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	45%
Oral Presentation	10%
Quizzes	5%
Midterm Exam	15%
Final Exam	25%
<b>TOTAL</b>	<b>100%</b>

**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.

\_\_\_\_\_  
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(s) Lynda Hadley**

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Office Hrs.: By appointment only

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**Learning Resources**

**Required:**

*Writing for Success* course manual, Communication Department, BCIT (available from the BCIT Bookstore)

**Recommended:**

A good English dictionary

A thesaurus

An advanced grammar book for home study

**Information for Students**

**Assignments:** If you miss an 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.

**Assignment Details**

1. You are required to complete approximately 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.

**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.

**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.

<b>OUTLINE OF YOUR WORK FOR THIS COURSE</b> (schedule is subject to change based on instructor's perception of needs of class)		
WEEK	TOPIC/LANGUAGE SKILL	STRUCTURE
1	WFS*, Chapter 1 Writing Process Diagnostic <b>Assignment #1</b>	<b>Diagnostic Testing</b> Introduction to course, classmates, instructor <ul style="list-style-type: none"> <li>• surveying textbook/course outline; working in groups</li> <li>• introduction to writing letters, memos</li> <li>• identifying subjects and verbs</li> <li>• salutations/subject lines</li> <li>• using language to include all readers</li> <li>• direct/indirect requests</li> </ul>
2	WFS, Chapter 2 Mechanics/Writing Impromptu Presentations Practice Oral Presentations Study Skills <b>Assignment #2</b>	<ul style="list-style-type: none"> <li>• defining reader and purpose, making purpose clear, format</li> <li>• review for letters/memos</li> <li>• punctuation review, apostrophes</li> <li>• sentence patterns and sentence errors</li> <li>• putting main idea first, getting to the point</li> <li>• paragraph writing review</li> <li>• using active voice</li> <li>• tone – being direct</li> </ul>
3	WFS, Chapter 2, 3, 5 Mechanics/Writing Impromptu Presentations <b>Quiz #1</b> <b>Assignment #3</b>	<ul style="list-style-type: none"> <li>• active voice</li> <li>• sentence combining</li> <li>• paragraph writing</li> <li>• verb tenses and passive voice</li> <li>• reviewing presentation skills</li> </ul>
4 <b>MIDTERM EXAM</b>	WFS, Chapter 4,5 Writing / Speaking / Reading Skills <b>Assignment #4</b>	<ul style="list-style-type: none"> <li>• writing in technical style</li> <li>• pronouns</li> <li>• misplaced and dangling modifiers</li> <li>• summarizing</li> </ul>
5	WFS, Chapter 4, 5, 6 Writing/Reading skills Formal Presentations <b>Assignment #5</b>	<ul style="list-style-type: none"> <li>• headings, lists, parallel structure</li> <li>• summarizing</li> <li>• informal reports</li> </ul>
6 <b>FINAL EXAM</b>	Writing <b>QUIZ #2</b>	<ul style="list-style-type: none"> <li>• writing paragraphs</li> <li>• writing information reports</li> <li>• course review</li> </ul>

**WFS = Writing for Success [course text]**

Waiver: unforeseeable circumstances may necessitate alternation of course content, sequencing, timing, or evaluation. As much as possible, students will be given adequate notice of any such changes.