



A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies

Program: Professional English Language Development

**COMM 0005 CRN 90684 & 32233**  
**Technical English and Learning Skills**  
**for Second-Language Students**

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**Start Date:** September 05, 2007

**End Date:** December 10, 2007

**Total Hours:** 120 **Total Weeks:** 13½

**Term/Level:** 200730

**Course Credits:** Non-Credit

**Hours/Class:** 3 **Total Classes:** 40

**Hours/Week:** 9

**Prerequisites:**

COMM 0004 Technical Communication for Second-Language Students

COMM 0009 Placement Test at COMM 0005 entry level

**COMMUNICATION 0005 is a Prerequisite for:**

First Term Communication Courses

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**Course Description**

COMM 0005 prepares students whose English language skills need upgrading to enrol in technology and communication programs at BCIT. 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 & Tests	50%
Homework & Class work	5%
Oral Presentation	5%
Midterm Exam	15%
Final Exam	25%

TOTAL	<hr/> 100%
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**Instructor**

Maralyn Otte

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box. 9456

Office Hrs.: By Appointment

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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).

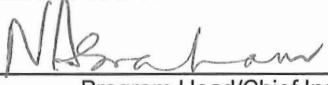
#### Verification


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

  
\_\_\_\_\_  
Authoring Instructor

  
\_\_\_\_\_  
Date

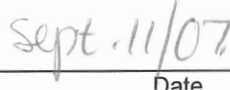
I verify that this course outline has been reviewed.

  
\_\_\_\_\_  
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.

## 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.

**Accommodation:** Any student who may require accommodation from BCIT because of a physical or mental disability should refer to BCIT's Policy on Accommodation for Students with Disabilities (Policy #4501), and contact BCIT's Disability Resource Centre (SW1-2300, 604-451-6963) at the earliest possible time. Requests for accommodation must be made to the Disability Resource Center and should not be made to a course instructor or Program area.

Any student who needs special assistance in the event of a medical emergency or building evacuation (either because of a disability or for any other reason) should also promptly inform their course instructor(s) and the Disability Resource Centre of their personal circumstances.

**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.

## Learning Resources

### Required Books

*English for the Workplace: COMM 0005.* (available from the book store)

You must bring an English–English dictionary to each class to improve your spelling, vocabulary, and comprehension. You must have one of the following dictionaries or one 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 dividers
- pencil and large eraser or pen and white-out

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

### **Assignment Details**

You are required to complete all assigned work, give an oral presentation, and write the in-class assignments, tests, 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 and unfinished class-work, are to be completed by the beginning of the class on the due date.

You will complete six graded writing assignments and two graded tests. You will also be given ungraded writing assignments, quizzes, reading exercises, and grammar exercises.

If you miss an in-class writing assignment or test, you will receive a grade of zero for the assignment or test. You will not be allowed to write a missed assignment or test unless you have a medical certificate. It is your responsibility to speak with the instructor who will decide if you will be allowed to complete the assignment or test. An assignment or test completed after other students' marked assignments or tests have been returned will receive comments but no grade.

All take-home assignments, rewrites, exercises, and oral presentation steps will be checked by the instructor. If they are late or not satisfactorily completed, marks will be deducted from the 5% allotted for Homework or Oral Presentation.

### **Attendance Policy**

Attendance will be taken at the beginning of each class. Students not present at that time will be recorded as absent. The time you arrive in class will be noted. 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 (12 hours) may not be allowed to complete the course.

### **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.

## Course Schedule

WEEK	WRITING & ORAL SKILLS	GRAMMAR & MECHANICS	ASSIGNMENTS
1,2,&3	Student Introductions Selection of Oral Topics Course Outline Technical Writing Style Outlining Format Planning Process: Purpose, Reader, Subject Lines Oral: Body Notes	Basic Terms in Grammar Prepositions Clauses Building Sentences Subject-verb Agreement	Diagnostic Grammar Diagnostic Writing Assg. Oral – Choose & Copy Grammar Reading & Writing Oral: Body Notes
4,5,6, &7	Purpose & Central Point Reader's Questions Specific Detailed Information Reader's Next Step Format Oral: Introduction & Conclusions Notes	Pronouns Nouns – Count / Non-Count Article Chart Nouns as Modifiers Verb Tense Past Tense Verb Problems Modals	Test #1 Writing Assignment #1 Writing Assignment #2 Oral: Introduction & Conclusion Notes Grammar Reading & Writing
8&9	Active / Passive Voice Getting to the Point Tone: Direct & Polite Oral: Writing the Script	Fragments, Comma Splices, & Run-Ons Gerunds & Infinitives Punctuation	Writing Assignment #3 Grammar Oral: Script Reading & Writing  MIDTERM EXAM
10	Sentence Combining Using Technical Style Wording Paragraph Writing Oral: Cue Cards	Clause Reduction Adjectives Ending in 'ed' & 'ing' Misplaced & Dangling Modifiers	Writing Assignment #4 Grammar Sentence Combining Oral: Cue Cards Reading & Writing
11&12	Paragraph Organization Suggestion & Recommendation Comparison Selection & Justification Oral: Overheads	Parallelism	Test #2 Writing Assignment #5 Sentence Combining Oral: Overheads Reading & Writing
13	Incident Report		Writing Assignment #6 Oral Presentation Practice
14	Headings & Lists		ORAL PRESENTATION
15			FINAL EXAM

Topics may be added or the sequence may be changed in order to meet the needs of the class.  
Classes will not be held on Mondays October 8 and November 12.

MIDTERM EXAM      Wednesday, October 24, 2007  
FINAL EXAM        Monday, December 10, 2007

## CLASSROOMS

SEPT 05 – DEC 10

Monday	NE 1	103
Wednesday	NE 1	103
Friday	NE 1	422