



A POLYTECHNIC INSTITUTION

School of Computing and Academic Studies
Professional English Language Development (PELD)**COMM 0005**
Technical English and Learning Skills for
Second Language Students
CRN: 41029**Start Date:** Feb. 16, 2008**End Date:** March 30, 2008**Total Hours:** 84 **Total Weeks:** 6**Term/Level:** **Course Credits:** 0**Hours/Week:** 14 **Lecture:** 14 **Lab:** 0**Shop:** 0 **Seminar:** 0 **Other:** 0**Prerequisites**

Course No.	Course Name
COMM 0004	Technical Communication Skills for Second Language Students

or

COMM 0009	COMM 0009 Placement test (with placement at the COMM 0005 entry level)
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COMM 0005 is a Prerequisite for:

Course No.	Course Name
COMM 1100	and equivalent COMM courses in BCIT's fulltime 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 50% 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%
Quiz	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.
2. Comprehend a complete range of structures to be able to fully interact with the text.

Speaking skills:

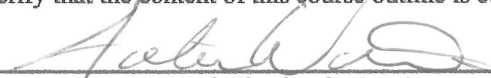
1. Participate in a variety of complex academic activities or situations involving multiple purposes and participants (eg. Group work, discussions, presentations)
2. Respond to questions and feedback and maintain or extend an exchange.
3. Use a wide range of vocabulary, idioms, and colloquial expressions 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 (e.g. 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.

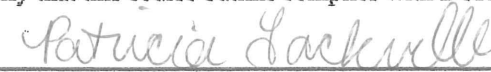


Program Head/Chief Instructor



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

Autumn Winter

Office Location: NE 21 - 110

Office Phone: 604.456.8088

Office Hrs.: By appointment

E-mail Address: awinter@bcit.ca

Learning Resources**Required:****Textbook:**

FINLAY, COMMUNICATION AT WORK, ENGLISH FOR THE WORKPLACE (available at the BCIT Bookstore)

Resources:

- 3-hole lined 8-1/2 by 11" notepaper
- a pen (black or blue ink only) or HB pencil and eraser
- 2 write-on overhead transparencies
- 2 different coloured water-soluble overhead transparency pens
- Recent edition of an English-to-English advanced learner's dictionary. For example, **COLLINS COBUILD ADVANCED LEARNER'S DICTIONARY** or the **OXFORD ADVANCED LEARNER'S DICTIONARY**.

Recommended:

The following grammar books are highly recommended and are available in the BCIT bookstore.

AZAR – Understanding and Using English Grammar **Chartbook**

AZAR – Understanding and Using English Grammar **Workbook**

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.

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 Centre, 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.

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.
3. Include proper identification on all assignments - Write your name and course number on the top right hand corner of each page.

Schedule

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

Weekend	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
Weekend 1	Introduction to course Letter & memo format Business/Technical style Listing Listening and Reading Practice	Chapter 1 Chapter 2 Chapter 3	Assignment 1 In-class (Writing)	Feb. 17
Weekend 2	Letter & memo format Business/Technical style (cont'd) Sentence Structure Listening and Reading Practice	Chapter 2 Chapter 3 Chapter 4	Assignment 2 In-class (Writing)	Feb. 23
Weekend 3	Writing Practice Listening and Reading Practice Midterm Exam			March 2
Weekend 4	Writing Practice Report Writing	Chapter 13	Assignment 3 In-class (Writing)	March 9
Weekend 5	Writing Practice Report writing Preparing Oral Presentations	Chapter 8	Assignment 4 In-class (Writing)	March 16
Easter Weekend	Online Writing		Assignment 5 Take-home (Report Writing)	March 25
Weekend 6	Listening Quiz Oral Presentations Final Exam		Graded Quiz	March 29 March 29 March 30