



Course Outline

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 19212**

**Start Date:** Feb. 18, 2008

**End Date:** March 20, 2008

**Total Hours:** 84 **Total Weeks:** 5.2

**Term:** 200810 **Course Credits:** 0

**Hours/Week:** 16 **Lecture:** 16

**Prerequisites**

**COMM 0005 is a Prerequisite for:**

**COMM 0004** Technical Communication Skills for  
Second Language Students

**COMM 1100** and equivalent COMM courses in  
BCIT's fulltime programs

or

**COMM 0009** COMM 0009 Placement test (with  
placement at the COMM 0005 entry  
level)

**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. 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	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.

M. DeAtley

Authoring Instructor

Feb. 14/08

Date

I verify that this course outline has been reviewed.

N. Abraham

Program Head/Chief Instructor

February 2008

Date

I verify that this course outline complies with BCIT policy.

Patricia Mackwell

Dean/Associate Dean

Feb. 108

Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

## Instructor

Office Location:	NE21-110	Office Phone:	451-6777+9641
Office Hrs.:	By appointment	E-mail Address:	mdeatley@bcit.ca

## Learning Resources

### Required:

**Textbook: English for the Workplace: Comm 0005** (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 colored 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

You are required to complete all the assignments—practice and graded—for this course as well as write the midterm and the final exam. In-class assignments must be completed and handed in during the class in which they are given. Any take-home assignments must be submitted by the due date. All writing assignments must meet the following requirements:

1. Acceptable paper. Use lined 8-1/2 by 11" notepaper. Take-home assignments can be word-processed
2. Functional margins and double-spaced. Leave 1" margins on all sides of assignments to allow for marking. Write only on every second line to leave room for the instructor's comments. These rules apply to take-home assignments as well.
3. Proper identification. Write your name 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)

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
1&2	Introduction to course Identifying your purpose & audience Subject-verb agreement	Chapter 1		
3&4	Writing for clarity Using the appropriate tone	Chapter 2	Assignment 1	
5,6&7	Letter, memo, & email presentation Planning your writing Putting the main idea first Verb tenses & forms	Chapter 3	Quiz 1	
8	Routine messages Commas	Chapter 4	Assignment 2	
9	Routine messages (continued) Articles Sentence structure Linking words		Quiz 2	
10	Sentence-combining Preparing for exam			
March 4	Midterm exam			
12	Oral presentation techniques & planning Parallel structure Using lists and headings	Chapter 8		
13	The informal report	Chapter 13	Quiz 3	
14	Writing an incident report Apostrophes			
15	Persuasive messages	Chapter 7	Assignment 3	
16	Persuasive messages (continued) Modifiers/word order		Quiz 4	
17	Capital letters			
18, 19&20	Oral presentations Review for exam		Assignment 4	
March 20	Final exam			