

**DEPARTMENT OF POLITICAL SCIENCE**

1.	<b>Program</b>	BS International Relations						
2.	<b>Title</b>	Communication Skills						
3.	<b>Semester</b>	5 <sup>th</sup>						
4.	<b>Code</b>	BS -IR306						
5.	<b>Rating</b>	02 Credit Hours						
6.	<b>Type</b>	Core Course						
7.	<b>Prerequisites</b>							
8.	<b>Introduction</b>	This course is designed to provide students with the essential skill set of being able to not only develop an independent verbal communication capability but also develop and polish their writing skills. Communication is essential as students are required to manage and interact within two different sets of languages; official and social. Communication Skills provides students with the opportunity to develop and understand communication techniques that would serve as a precursor to Academic Writing in their subsequent semester.						
9.	<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To enhance verbal and written expression of students from an academic standpoint</li> <li>• To allow students in separating informal sources of communication from formal sources</li> <li>• To provide a baseline for academic and formal writing as different from regular notions of communication</li> <li>• To create a learning environment that allows students to transit to undergraduate level of formal academic communication</li> </ul>						
10.	<b>Contents</b>	<table border="1"> <thead> <tr> <th>Week</th> <th>Contents</th> </tr> </thead> <tbody> <tr> <td>Week 1-3</td> <td>                     Introduction to Effective Communication                       The Characteristics of an Effective Communicator                      Importance of Communication in the 21st Century                      Communication Self-Assessment                      Basics of Communication                      Elements of Effective Communication                      Summary                 </td> </tr> <tr> <td>Week 4</td> <td>                     Core Components of Effective Communication                      Introduction                       Components of Communication –                      Verbal Communication                      Importance of the Tone                      Non – Verbal Communication                      Application and Practice                 </td> </tr> </tbody> </table>	Week	Contents	Week 1-3	Introduction to Effective Communication  The Characteristics of an Effective Communicator Importance of Communication in the 21st Century Communication Self-Assessment Basics of Communication Elements of Effective Communication Summary	Week 4	Core Components of Effective Communication Introduction  Components of Communication – Verbal Communication Importance of the Tone Non – Verbal Communication Application and Practice
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		Assessment and Personal Constructive Feedback
	Week 5-6	<p>Effective Verbal Communication</p> <p>What You Say Matters  Effect and Impact of Power Words  Positive Communication  Words for Success  Words to Avoid  Practice Activities &amp; Constructive Feedback</p>
	Week 7-8	<p>Vocal Impact</p> <p>Introduction   The 'How' of Effective Communication  Pronunciation and Syllable Stress  Common Grammatical Errors  Construct Effective Sentences  Word Stress for Vocal Impact  Role-plays and Constructive Feedback</p>
	Week 9	<b>Mid-Term Exam</b>
	Week 10-11-12	<p>Non-Verbal Communication</p> <p>Introduction   Body Language  Elements of Non-Verbal Communication  Do's and Don't  Interpretation of Various Body Signals  Recommended Postures for Workplace Communication  Summary and Practice</p>
	Week 13-14	<p>Role of Listening in Communication</p> <p>Introduction   Listening  The Impact of Listening on Communication  The 3 Levels of Listening  Listening with Empathy  How to Display Effective Listening  Practice Activities &amp; Constructive Feedback</p>
	Week 15	<p>Probing and Acknowledgment</p> <p>Introduction   Questioning Skills  Use of Effective Probing In Communication  What is Acknowledgement?  Benefits of a Sincere Acknowledgements  The Conversation Cycle  Rapport Building  Summary &amp; Assignment</p>
	Week 16-17	<p>Assertive Communication</p> <p>Types of Communication  Introduction to Assertiveness  The Art of Assertive Communication  Applying Communication Components Effectively  Cross-cultural Communication  Summary &amp; Personal Constructive Feedback  Personal Development Plan</p>

		Week 18	<b>Final Term Exam</b>
11.	<b>Outcome</b>	<ul style="list-style-type: none"> <li>• Understanding of the essential components of effective communication</li> <li>• Real-time feedback on their language structure, tone and non-verbal nuances</li> <li>• Ability to recognize flaws in their own communication style</li> <li>• Capability to practice recommended methods for effective communication and make personal improvements</li> <li>• Understanding of the importance of effective communication personally and professionally</li> <li>• Express ideas fluently through conversation</li> <li>• Use their words, tone and posture to match the objective of their communication successfully</li> <li>• Techniques to build rapport easily</li> <li>• Use assertiveness to bring out the best in one's communication</li> </ul>	
12.	<b>Recommended Books / Reference</b>	<ul style="list-style-type: none"> <li>• The Bias of Communication (Paperback) by Harold A. Innis</li> <li>• Understanding Human Communication (Paperback) by Ronald B. Adler</li> <li>• Writing Skills for Social Work Students (Macmillan Study Skills, 112) 1st ed. 2021 Edition by Bella Ross</li> <li>• The Academic Skills Handbook: Your Guide to Success in Writing, Thinking and Communicating at University by Diana Hopkins and Tom Reid</li> <li>• The Routledge Handbook of English for Academic Purposes</li> <li>• Communications Skills Handbook, 4th Edition Jane Summers, Brett Smith</li> <li>• Academic Communication Skills: Conversation Strategies for International Graduate Students by Li-Shih Huang</li> </ul>	

**Assessment Criteria:**

<b>Requirements</b>	
Assignments/Quizzes/Project/Case Study/Team Presentations	
Mid-Term Exam	
Final Term Exam	