

## DEPARTMENT OF ARCHITECTURE UNIVERSITY OF THE PUNJAB, LAHORE.

# BACHELORS OF ARCHITECTURE (B. ARCH) 5 YEARS PROGRAM

# **COURSE OUTLINE**

Course Title	Communication Skills
Course Code	ARCH-295
Credit Hours	2
Semester	Spring
Prerequisites	NA
Tutor	As per Timetable
Student Advising	As per Timetable
Contact	_

**Teacher Signature** 

**Chairman Signature** 

### **Course introduction**

This course is designed to develop the ability of students to focus on outcome, tune in to audience and develop message for clarity and impact. The ability to create an environment for open discussion and ongoing dialogue is crucial for communication success.

### **Learning Objective:**

The communication skills covered in this course will increase students' ability to exercise choice and control for every type of conversation, influence without authority and improve quality of relationships and productivity. Moreover, Report Writing aims at preparing students for writing effective academic and business reports. To achieve this goal, different classroom strategies such as lecturing, multimedia presentations, and group discussions will be pursued. Moreover, students will be asked to write reports, and regular feedback will be provided by the course instructor.

#### Outcome

By the end of this course students will be able to

- 1. Understand the Perspectives and Process of Communication
- 2. Write Dialogue and Role-Plays
- 3. Understand and Manage Conflict
- 4. Write Short and Long Reports
- 5. Use Presentation Skills and Body Language

#### **Learning Methodology:**

- Lectures as provided in the schedule of the semester activities
- Study of Archival Material and recommended books
- Guest Lectures as per requirement
- Presentation on allocated topics

#### **Grade Evaluation Criteria**

Following, is the criteria for the distribution of marks to evaluate final grade in a semester.

Marks Evaluation	Marks in percentage
Sessional (Assignments, Quizzes, Presentations)	30
Mid Term	30
Final examination	40
Total	100

	Content
Unit 1	Introduction: Communication Skills
	Set clear communication objectives
	• Clarify the requirements and process that is most
	effective to achieve communication outcomes
	• Identify and utilize common ground for successful
	interactions
	• Editing for errors in sentence construction (Articles, parts
	of speech, etc.)
Unit 2	The Perspectives and Process of Communication
	Stages of Communication
	• Prepare the message
	• Match the message
	• Deliver the message
	Barriers to communication
Unit 3	Comprehension Skills
	<ul> <li>General features and components of a comprehension passage</li> <li>General classification of passages (discursive, persuasive, narrative, etc.)</li> <li>Attempting Comprehension questions</li> <li>Making Accurate Inferences</li> </ul>
Unit 4	Student Presentation
Unit 5	<ul> <li>Dialogue Writing and Role-Plays (Foreword to Uninhibited Presentations)         <ul> <li>Everyday situations contextualized with colloquial communication</li> <li>Basic principles of business communication</li> <li>Dialogue Writing and Role-Plays in daily and business situations</li> </ul> </li> </ul>
Unit 6	Challenging Situations Understanding and Managing Conflict
Unit 7	<ul> <li>Communicating non-defensively</li> <li>Communicating exercise-real plays</li> <li>Facilitating team communications</li> <li>Dealing with dreaded behaviors</li> <li>Team exercise-difficult situations</li> </ul>
Unit 8	Précis Writing and Authentic Summarization

Course Outline: Communication Skills

Unit 10       Short and Long Report Writing         • Writing Memos (Memorandum         • Writing a long, and a short report         • News release and company policies         Unit 11       Presentation Skills and Body Language         Unit 12       • Personality development (emphasis on content, style and pronunciation)         • Professional presentations       • Using presentation software tools         • Delivering short addresses and speeches       • Technical communication         • Handling telephonic and e-mail communication       • Interviewing skills         • Ordating knowledge power       • Utilizing library sources for presentation knowledge power         Unit 13       Student Presentation         Unit 14       Feedback and Reflection         • Assessment of learning in students through revision exercises         • Feedback by students on their constructive learning of the course         • Reflection for future pursuit         Unit 16       Discussion on Term Paper         Unit 17       Discussion on Term Paper         Unit 18       Final Exam         Recommended       • Business and Report Writing Skills.Charles Sturt University, 2008.		Marrie 1' ( ) ( )	
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