

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: Presentation and Communication Skills

Proposed Course Code: BSAF-205

Program: BS Accounting and Finance

Credit Hours: 03

Semester: 03

Course Objectives:

Basic objective of this course is to harness presentation and communication skills of student. This course would be a practice based course, which would relate to practical aspects of giving and receiving feedbacks, presentation of information, listening skills, harnessing professional judgement, essay & precis writing, and writing effective business letters.

Prerequisites:

1	Functional English
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Text Books

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Teaching Methods: Lectures, discussions, presentations, quiz & assignments

Learning Outcomes of Course

Week	Skills	Learning Outcomes
1	Basics of feedback, giving and receiving feedback	<ul style="list-style-type: none"> - Understanding basic elements of constructive feedback and its value in professional environment - Learning to handle criticism Being able to provide feedback in an open and objective manner
2	Understanding numeric information and graphs	<ul style="list-style-type: none"> - Being able to understand and interpret provided numeric information with basic mathematical and statistical orientation Being able to understand and interpret various graphs and graphical information
3	Awareness of clear communication	<ul style="list-style-type: none"> - Understanding clear communication Being able to communicate clearly and objectively

4	Listening skills	<ul style="list-style-type: none"> - Understanding meaning and value of listening skills
		Developing effective listening skills
5	Professional skepticism and professional judgement	<ul style="list-style-type: none"> - Understanding professional skepticism and judgement - Learning to probe and question relevant facts in a given scenario - Learning about effective decision making
6	Essay Writing	<ul style="list-style-type: none"> - Learning to write an essay on general scenarios
7	Precis Writing	Learning to write effective precis
8	- Writing business letters	<ul style="list-style-type: none"> - Learning to write business letters on well explained scenarios - Learning to write effective business report
9	Writing business reports	Understanding basic tone and elements of a business report
10	Final Presentation	
11	Final Presentation	
12	Final Presentation	
13	Final Presentation	
14	Final Presentation	
15	Final Presentation	
16	Revision and makeups	