

1.	Program	BS Political Science											
2.	Title	Communication Skills											
3.	Semester	5 th											
4.	Code	PS 306											
5.	Rating	02 Credit Hours											
6.	Type	Core Course											
7.	Prerequisites												
8.	Introduction	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.	Objectives	• To enhance verbal and written expression of students from an academic standpoint • To allow students in separating informal sources of communication from formal sources • To provide a baseline for academic and formal writing as different from regular notions of communication • To create a learning environment that allows students to transit to undergraduate level of formal academic communication											
10.	Contents	<table><tr><th>Week</th><th>Contents</th></tr><tr><td rowspan="7">Week 1-3</td><td>Introduction to Effective Communication</td></tr><tr><td>The Characteristics of an Effective Communicator</td></tr><tr><td>Importance of Communication in the 21st Century</td></tr><tr><td>Communication Self-Assessment</td></tr><tr><td>Basics of Communication</td></tr><tr><td>Elements of Effective Communication</td></tr><tr><td>Summary</td></tr></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
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		Week 4	Core Components of Effective Communication Introduction Components of Communication – Verbal Communication Importance of the Tone Non – Verbal Communication Application and Practice Assessment and Personal Constructive Feedback
		Week 5-6	Effective Verbal Communication What You Say Matters Effect and Impact of Power Words Positive Communication Words for Success Words to Avoid Practice Activities & Constructive Feedback
		Week 7-8	Vocal Impact 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
		Week 9	Mid-Term Exam
		Week 10-11-12	Non-Verbal Communication 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
		Week 13-14	Role of Listening in Communication Introduction Listening The Impact of Listening on Communication The 3 Levels of Listening Listening with Empathy How to Display Effective Listening Practice Activities & Constructive Feedback
		Week 15	Probing and Acknowledgment Introduction Questioning Skills Use of Effective Probing in Communication What is Acknowledgement? Benefits of a Sincere Acknowledgements The Conversation Cycle Rapport Building Summary & Assignment
		Week 16-17	Assertive Communication Types of Communication Introduction to Assertiveness The Art of Assertive Communication Applying Communication Components Effectively Cross-cultural Communication Summary & Personal Constructive Feedback Personal Development Plan
		Week 18	Final Term Exam

11.	Outcome	• Understanding of the essential components of effective communication • Real-time feedback on their language structure, tone and non-verbal nuances • Ability to recognize flaws in their own communication style • Capability to practice recommended methods for effective communication and make personal improvements • Understanding of the importance of effective communication personally and professionally • Express ideas fluently through conversation • Use their words, tone and posture to match the objective of their communication successfully • Techniques to build rapport easily • Use assertiveness to bring out the best in one's communication
12.	Recommended Books / Reference	• The Bias of Communication (Paperback) by Harold A. Innis • Understanding Human Communication (Paperback) by Ronald B. Adler • Writing Skills for Social Work Students (Macmillan Study Skills, 112) 1st ed. 2021 Edition by Bella Ross • The Academic Skills Handbook: Your Guide to Success in Writing, Thinking and Communicating at University by Diana Hopkins and Tom Reid • The Routledge Handbook of English for Academic Purposes • Communications Skills Handbook, 4th Edition Jane Summers, Brett Smith • Academic Communication Skills: Conversation Strategies for International Graduate Students by Li-Shih Huang