

Course Title	Communication and Presentation Skills
Course Code	GE-164
Credit Hours	3
Category	General Education
Prerequisite	English Composition & Comprehension
Co-Requisite	None
Follow-up	None
Course Description	Principles of writing good English, understanding the composition process: writing clearly; words, sentence and paragraphs; Comprehension and expression; Use of grammar and punctuation. Process of writing, observing, audience collecting, composing, drafting and revising, persuasive writing, reading skills, listening skills and comprehension, skills for taking notes in class, skills for exams; Business communications; planning messages, writing concise but with impact. Letter formats, mechanics of business, letter writing, letters, memo and applications, summaries, proposals, writing resumes, styles and formats, oral communications, verbal and non-verbal communication, conducting meetings, small group communication, taking minutes. Presentation skills; presentation strategies, defining the objective, scope and audience of the presentation, material gathering material organization strategies, time management, opening and concluding, use of audio-visual aids, delivery and presentation.
Text Book(s)	Practical Business English, Collen Vawdrey, 1993, ISBN = 0256192740
Reference Material	Effective Communication Skills: The Foundations for Change, John Nielsen, 2008, ISBN = 1453506748