COURSE CODE	**SS-152**
COURSE TITLE	**Communication & Presentation Skills**
CREDIT HOURS	**2**
COURSE DESCRIPTION	This course is designed to increase students' understanding of the principles of effective communication, dynamics of face-to-face communication by introducing elements for effective communication. The course aims to develop students' oral communication skills, decision making and problem solving and presentations skills in a variety of settings.
COURSE OBJECTIVES	With the goal of enhancing students' general ability and confidence in oral expression, the students are expected to: • Understand how communication works, the processes involved • Gain active listening and responding skills • Improve vocal delivery • Understand and improve body language • Select information appropriate for presentations • Gain a clear sense of audience's needs and purpose • Use graphics and visual information in presentations • Prepare and deliver presentations in groups and individually
TEXT BOOKS	Communicate, 15th Edition by Kathleen S. Verderber, Deanna D. Sellnow, Rudolph F. Verderber
GRADING CRITERIA	• Presentations 15% • Class Participation 5 % • Quiz 10% • Midterm I & II 20% • Final 50
DISCIPLINARY MATTERS	• Dress code: Formal/Business Casual (for all class sessions) • Cell phones must be switched off during class. • The required readings should be completed before the class commences. • Deadlines for all assignments, readings and presentations must be adhered to strictly. • Consistent attendance, punctuality and participation are essential to your success.
PLAGIARISM / ACADEMIC DISHONESTY	All work submitted must be the student's own work. Cases of plagiarism shall be sent to the Disciplinary Committee.

Week	Topics	Assigned Tasks & Evaluations
Week 1	Introduction to the Course **Presentation Skills** • Verbal and Visual Adaptation • Speech Apprehension	**Chapter:** 13, 14, 15
Week 2	**Communicating Verbally**	**Chapter:** 4 **Group Division and Topics assignment**
Week 3	**Communicating Nonverbally**	**Chapter:** 5 **Group Discussion**
Week 4	**Foundations of Communication** • Communication Process • Communication Principles	**Chapter:** 1 **Group Presentation** **Quiz I – Chapter: 4 & 5**
Week 5	**Listening** • Types of Listening • Steps in the Listening Process • Barriers in Listening	**Chapter:** 6 **Group Presentation**
	Midterm I	
Week 6	**Intercultural Communication** • Characteristics • Barriers • Strategies	**Chapter:** 3 **Group Presentation** **Assignment II**
Week 7	**Perception of Self and Others** • The Perception Process • Developing and Maintaining Self-Esteem	**Chapter: 2** **Group Presentation**
Week 8	**Understanding Interpersonal Relationships** • Types of Relationships • Disclosure • The Role of Technology	**Chapter:** 7 **Group Presentation**
Week 9	**Communicating in Groups** • Stages of Group Development • Types of Groups • Problem Solving in Groups	**Chapters:** 9 & 10 **Group Presentation** **Quiz II**
Week 10	**Informative Speaking**	**Chapter:** 16
Week 11	**Persuasive Speaking**	**Chapter:** 17 **Assignment III**
	Midterm II	
Week 12	**Communicating Virtually** • Social Media and other Mediums • Content Development	**Individual Presentations**
Week 13	**Impromptu Speeches**	**Individual Presentations** **Quiz III - Webinar**
Week 14	**Impromptu Speeches**	**Chapter:** 16 & 17
Week 15	Viva – Final exam assessment	