

Core Courses

ENGT 100 Communication Skills

Course Title:	ENGT 100 Communication Skills
Semester:	II
Credit Hours:	48
Nature of the course:	Theory or Practical or T/P

Course Description and Goals

This course presents an overview of the communication skills crucial for technical educators and practitioners. It integrates the aspects of technical communication, professional presentations, organizational writing, research orientation, and application of different rhetorical strategies. Primarily, the course aims to enable students to use the English language in technical, pedagogical, and business settings, and to equip them with the skills of analyzing oral and written texts.

Learning Outcomes

On completion of this course, the students will be able to:

- Produce texts effective for technical, educational, and organizational settings
- Construct discourses applying various rhetorical strategies
- Make effective oral presentations in onsite and/or online platforms

Content with specific objectives

Specific Objectives	Contents
Use advanced English grammar in writing and speech	Unit One: Advanced Grammar (10 hrs.) <ul style="list-style-type: none">• Mixed Tenses; Active and Passive Voice; Reported Speech; Subject-Verb Agreement; Relative Clauses; Connectives/Conjunctions; Conditionals; Inversion and Cleft Sentences; Comparisons; Substitution and Elimination; Prepositions; Articles
Internalize the fundamentals of technical communication	Unit Two: Technical Communication (8 hrs.) <ul style="list-style-type: none">• Basics of communication: Communication process; Overcoming communication barriers; Audience recognition• Objectives: Clarity; Conciseness; Accuracy; Organization; Ethics• Writing process: Prewriting; Writing; Rewriting• Basic digital skills: Document design; Web 2.0 skills

Design and deliver effective oral presentation	Unit Three: Oral skills (8 hrs.) Technical presentations: the process, delivery, and update; Preparing visuals; Seminars: (paper-based) and virtual; Workshops and panel discussions; Negotiation skills for professionals; Idea pitching; Classroom communication
Prepare routine texts for business/organizational settings	Unit Four: Organizational /Business Writing (10 hrs.) Memos; Letters: job application, cover, inquiry, recommendations/ references; Emails; Curriculum vitae and Resumés; Team communication: meeting and minutes; Proposals: concept papers, research and project proposals; Reports: conference papers, technical articles and project reports
i) Internalize different types of text organization. ii) Develop critical reading and writing skills	Unit Five: Rhetorical strategies (definition, purpose, audience and strategies) (12 hrs.) a. Description: Objective: spatial/physical, graphic; Subjective Key Reading: Virginia Woolf: “The Death of the Moth” b. Narration: chronology; reverse chronology; flashback Key Reading: Nicholas Gage: “The Teacher Who Changed My Life” c. Process Analysis: How equipment/systems work; How humans perform tasks Key Reading: Armand Dennis: “The Four-Tusked Elephant” d. Comparison and Contrast: point-by-point method; block method Key Reading: Robert Jastrow: “Brains and Computers” e. Cause and Effect: proximate and distant cause/effect Norman Cousins: “Pain Is Not the Ultimate Enemy” f. Persuasion and Argument: AIDA Model (Attention, Interest, Desire, Action); Toulmin’s Model (claim, ground, warrant, backing, rebuttal, modifier) H. L. Mencken: “The Penalty of Death”

Books and References	<ul style="list-style-type: none"> • Alley, M. (2013). <i>The craft of scientific presentations</i>. 2nd ed. Springer. • Azar, Betty, Schramper; Hagen, and Stacy A. <i>Understanding and Using English Grammar</i>. Pearson Education, 2017. • Bouvée, C., and Thill, J. V. (2018). <i>Business communication today</i>. 14th ed. Pearson. • Farlex International. <i>Complete English Grammar Rules</i>. Farlex International, 2016. • Gerson, S. J, and Gerson, S. M. (2017). <i>Technical communication: Process and product</i>. 9th ed. Pearson Education. • Trimmer, J, and Hairston, M. (1987). <i>The riverside reader</i>. 2nd ed. Houghton Mifflin Company. <p>(Selected chapters for Unit 5)</p>
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Major Teaching and Learning Strategy

- i) Lectures
- ii) Group discussions
- iii) Student presentations
- iv) Team projects

Assessment Plan

- i) In-semester (journal/portfolio, assignments, tests): 50 marks
- ii) End-semester (Objective and Subjective): 50 marks