

## Faculty of Information Technology - Course Code: BDE

## Communication Skills

**Aims:** At the successful completion of this course students should be able to:

- Communicate effectively about technical and engineering issues with professional groups and the society at large

Course Title	Communication Skills			
Course Code		Contact Hours	Methods of teaching and learning	
No. of Credits	02	30	Lectures, Interactive activities Role Plays, Simulations Audio-Video/YouTube videos Presentations, Speeches, Discussions, Workshops Mini Presentations, Demonstrations	
Course Type	Core			
Learning Outcomes				
At the end of the course students will be able to:				
<div><div>1.</div><div>Communicate competently in formal and informal contexts</div></div> <div><div>2.</div><div>Identify different purposes of communication</div></div> <div><div>3.</div><div>Illustrate both receptive and productive skills appropriately in given contexts</div></div> <div><div>4.</div><div>Demonstrate communicative competence and confidence among peers and society at large</div></div> <div><div>5.</div><div>Read, understand, and produce summaries of various reading texts.</div></div> <div><div>6.</div><div>Demonstrate ethics in communication (Oral and written)</div></div> <div><div>7.</div><div>Effectively use supportive skills of reading (Skimming, scanning, in-depth reading, and inferencing)</div></div> <div><div>8.</div><div>Structure accepted formats in written documentation</div></div> <div><div>9.</div><div>Use appropriate writing styles in different genres</div></div> <div><div>10.</div><div>Present effective tools in public/ academic/ overall presentations</div></div> <div><div>11.</div><div>Communicate in technical/ business and engineering specialities</div></div>				
UNIT & COURSE CONTENTS			Teaching Hours	Aligned learning Outcomes
INTRODUCTION (4 Hours) <div><div>1.</div><div>Types of communication (Formal / informal)</div></div> <div><div>2.</div><div>Broad categories of communications (Verbal/Non-verbal/ Visual/ Aesthetic)</div></div> <div><div>3.</div><div>Characteristics of effective communications/ Barriers/ Ethics</div></div> <div><div>4.</div><div>Productive and receptive skills</div></div>			4 hours	1 / 2/ 3/4/11
LISTENING SKILL ( 6 Hours) <div><div>1.</div><div>Different purposes</div></div> <div><div>2.</div><div>Types of listening</div></div> <div><div>3.</div><div>Listening in realia and academia</div></div> <div><div>4.</div><div>Grammar: Simple tenses (Present/ past/ future)</div></div>			6 hours	3/4/6/11
SPEAKING SKILL (6 Hours) <div><div>1.</div><div>Formal/ informal speaking</div></div> <div><div>2.</div><div>Effective presentation skills (Pre/ while/ post)</div></div> <div><div>3.</div><div>Telephone etiquette (business)</div></div> <div><div>4.</div><div>Grammar: Sentence structures</div></div>			6 hours	1/3/10/11
READING SKILL (6 Hours) <div><div>1.</div><div>Pre/ while/ post reading</div></div> <div><div>2.</div><div>Key concepts of reading</div></div> <div><div>3.</div><div>Summary writing paraphrasing Interpretation</div></div> <div><div>4.</div><div>Grammar: Prepositions and articles</div></div>			6 Hours	5/6/7
WRITING SKILL (6 Hours) <div><div>1.</div><div>Effective emailing</div></div> <div><div>2.</div><div>CV/ Resume</div></div> <div><div>3.</div><div>Different genres (formal/ Informal)</div></div> <div><div>4.</div><div>Report writing</div></div> <div><div>5.</div><div>Grammar: Coniunctions/ coherence and cohesion</div></div>			6 Hours	3/6/8/9/11

<b>EVALUATION (2 Hours)</b>	<b>2 Hours</b>	
<b>TOTAL NO OF HOURS</b>	<b>30</b>	
<b>Assessment Methods</b>	<b>Weight</b>	
<ul style="list-style-type: none"> <li><b>Continuous Assessments</b> CA 1 CA 2</li> <li><b>Final Evaluation</b></li> </ul>	<b>40%</b> 20% 20% <b>60%</b>	
<b>Recommended Readings</b> <ul style="list-style-type: none"> <li>Fromkin, V., Rodman, R. &amp; Hyams, N. (2007). <i>An introduction to Language</i>. Boston: Wadsworth.</li> <li>Gerson, S.J. &amp; Gerson, S.M. (2006), <i>Technical Writing: Process and Product</i>, Pearson Education Inc.</li> <li>Jordan, R.R. (1997), <i>English for Academic Purposes: A guide and Resource Book for Teachers</i>, Cambridge University Press.</li> <li>Nagasundaram, P. (2012), <i>Essential Grammar</i>, A Reference Book for Teachers of English, C.R.C. Press, Borlesgamuwa, Sri Lanka.</li> <li>Nagasundaram, P. (2018), <i>Grammar for Communication</i>, Grammar Guide for Students, Olanco Press Boralessgamuwa, Sri Lanka.</li> <li>Nelson, K. <i>Research skills= Life skills</i>, (2010) Region111 Education Service Centre, Partnerships for College and career Readiness, Victoria College Student Centre.</li> <li>Palmer, E. (2013), <i>Teaching core skills of listening and speaking</i>: Association for Supervision &amp; Curriculum Development.</li> </ul>		