



CS-BCS2- SPRING 2021

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	<p>With the goal of enhancing students' general ability and confidence in oral expression, the students are expected to:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Presentations 15% • Class Participation 5 % • Quiz 10% • Midterm I & II 20% • Final 50
DISCIPLINARY MATTERS	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Communication Process • Communication Principles 	Chapter: 1 Group Presentation Quiz I – Chapter: 4 & 5
Week 5	Listening <ul style="list-style-type: none"> • Types of Listening • Steps in the Listening Process • Barriers in Listening 	Chapter: 6 Group Presentation
	Midterm I	
Week 6	Intercultural Communication <ul style="list-style-type: none"> • Characteristics • Barriers • Strategies 	Chapter: 3 Group Presentation Assignment II
Week 7	Perception of Self and Others <ul style="list-style-type: none"> • The Perception Process • Developing and Maintaining Self-Esteem 	Chapter: 2 Group Presentation
Week 8	Understanding Interpersonal Relationships <ul style="list-style-type: none"> • Types of Relationships • Disclosure • The Role of Technology 	Chapter: 7 Group Presentation
Week 9	Communicating in Groups <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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	