**BLS 1112 COMMUNICATION SKILLS AND PRACTICE**

**Short Description**

Covers communication concepts and skills required for a records and archives manager.

**Aim:**

To enable students acquire skills for effective communication

**Learning Outcomes**

* Communication concepts understood
* Knowledge in designing effective communication and strategies acquired
* Skills in reading, speaking, writing, listening acquired

**Intellectual and transferable skills**

The transferable skills will be in library utilization, reading, presentation, study, listening and speaking.

**Teaching and Learning Pattern**

By use of lectures, case studies and demonstrations, group discussions and individual research guided by the lecturer

**Indicative Content**

Communication concepts and theories; study skills, library skills, writing skills, reading skills, interpretation, speaking and listening skills, verbal communication, seminar presentations, modes of communication, effective communication strategies.

**Assessment Method**

Continuous assessment shall be applied to generate marks for coursework. Tests, coursework research questions, group work presentations will all constitute coursework marks (30 marks) and final examinations (70 marks). For a student to be allowed to sit for final examinations in this course he/she should have obtained at least 15 out of 30 marks. The pass mark for the course shall be 50%.

**Indicative Sources**

* Chambers, H.E. 2001. Effective communication skills for scientific and technical professionals: N.Y: Basic Books
* Chambers, H.E. 2001. Effective communication skills for scientific and technical professionals: N.Y: Basic Books
* Bennie B. 2005. 101 Ways to Improve Your Communication Skills Instantly, 4th Ed. Goal Minds, Inc.
* Perkins P. S. 2008. The Art and Science of Communication: Tools for Effective Communication in the Workplace. New York: P. S. Perkins (Author)
* › [Visit Amazon's P. S. Perkins Page](http://www.amazon.com/P.-S.-Perkins/e/B001ITVJE8/ref=ntt_athr_dp_pel_1)
* Find all the books, read about the author, and more.
* See [search results](http://www.amazon.com/exec/obidos/search-handle-url/ref=ntt_athr_dp_sr_1?%5Fencoding=UTF8&search-type=ss&index=books&field-author=P.%20S.%20Perkins) for this author
* Are you an author? [Learn about Author Central](http://authorcentral.amazon.com/gp/landing/ref=ntt_atc_dp_pel_1)
* Wiley
* Martha Davis, Paleg. Kim and Patrick Fanning. 2004. The Messages Workbook: Powerful Strategies for Effective Communication at Work and Home. New Harbinger Publications