**BLS1112; COMMUNICATION SKILLS AND PRACTICE**

**Short Description**

The course covers communication concepts and skills required by information professionals.

**Aim:**

To enable students communicate effectively in society

**Learning Outcomes**

**Students should be able to:**

* Explain communication theories, concepts and principles
* Demonstrate ability to communicate effectively
* Design a communication strategy

**Intellectual and transferable skills**

* Knowledge of communication theories, concepts and principles
* Skills in effective communication
* Skills in designing communication strategies

**Teaching and Learning Pattern**

By use of lectures, group discussions, class presentations and project

**Indicative Content**

Communication theories, concepts and principles; writing skills, reading skills, speaking and listening skills, verbal communication, Public speaking, modes of communication, effective communication strategies, business communication, technology-enabled communication

**Assessment Method**

Tests, coursework and project will constitute 30% and final examination 70%

**Indicative Sources**

1. Chambers, H.E. 2001. Effective communication skills for scientific and technical professionals: N.Y: Basic Books
2. Thomas, N.P. 2004. Information literacy and information skills instruction.
3. Sussams, J.E. 1991. How to write effective reports 2nd ed. Brookfield: Gower
4. Muchuri, Mary Nyambura. 1993. Communication skills: A self-study course for universities and colleges. Nairobi: Longman
5. Foster, Timothy R V. nd. Ways to better business writing