**CSK 1101 Communication skills (4 CU)**

**Description**

This course provides students with skills of effective communication. These include Writing and speaking skills (Productive), Listening and Reading skills (Receptive) as well as Nonverbal skills. The course aims at enabling students to appropriately and clearly communicate in their professions and with others.

**Objectives**

The course will help the students to achieve the following objectives

Equip students with effective language skills (Listening, Reading, Speaking and Writing) in the different communication situations regarding their professions and outside their professions.

Improve the communication competencies of students.

Improve the problem solving strategies of students.

Improve students’ ability to collect and synthesize information.

Enhance the art of critical thinking within the students

Provide students with knowledge to utilize the Library and other education resources.

**Learning outcomes**

* Effective communication skills demonstrated
* Improved speaking skills
* Well organized presentations
* Knowledge of library use

**Intellectual, Practical and transferable skills**

* presentation
* Analytical
* Communication
* Team work

**Teaching and learning patterns**

The mode of learning involves direct contact with students in form of lectures, Tutorials, group and class discussions and assignments

**Indicative content**

# Introduction

*What is communication?*

*Importance/Role/Function of Communication*

*The Basic communication Process and its explanation*

*How the four basic skills of language use relate to effective communication*

*Elements and forms of effective communication*

*When communication breaks down, the consequences/implications*

* Listening skills
* Reading skills
* Speaking skills
* Speeches
* Writing skills
* Study skills

**Assessment Method**

The assessment method is structured to include course work, and final examination. Course work consists of assignments, reports and tests and accounts for 30% of the final grade. The final examination will account for 70% of the final grading

**Core Reference materials**

* **Bough Bennie and Jo Condrill** (2007): 101 Ways to Improve your Communication Skills Instantly 4th Ed. *San Antonio, TX 78201:GoalMinds, Inc.*
* **Carnegie Dale** (1990): The Quick and Easy Way to Effective Speaking. *Pocket Book Publishers*
* **Hubbard A. Francis** (1988): How writing works: Learning and Using the Process. *New York: St Martins Press*
* **Judy. E. Winn & Bella Oslen** (1981):Communication Starters, *Pergamon Press*
* **Bygate Martin** (2009). Teaching and testing Speaking, In C.Doughty, & M.H.Long (eds) *Handbook of second and foreign language teaching.* New York: Blackwell, pp. 412-440.
* **Bygate, M**. 2001c. Spoken language pedagogy. In R.Kaplan (ed). *The Oxford Handbook of Applied Linguistics.* Pp.27-38. Oxford: Oxford University Press
* **Klavs Peggy** (2008): The Hard Truth about Soft Skills Work Place Lessons Smart People Wish They Had Learned Sooner, *Collins*
* **Newcomb Judson** (1982): Communicating: Messages and Meanings, Ginn & co. Ltd
* **O’Sullivan T, et. al** (1993): Key Concepts in Communication, *Mathew &Co. Ltd* Shepherd College Vocabulary Skills, 3rd ed. *Houghton*
* **Lynn Q. Troyka and Douglas D. Hesse** (2006): Simon & Schuster hand book for Writers, *Prentice Hall*
* **Stanton Nicky** (2004): Mastering Communication 4th ed. *Palgrave Macmillan*
* **Steinberg Sheila** (1997): Introduction to Communication 3rd ed. *Juta &Co.*