**CSK 1103 Communication Skills**

**Course Description**

This course will develop the thinking, writing and speaking skills that students need to achieve success in the any area of their choice

**Course Objective**

The course will impart communication skills to students in order to improve their communication competence; to develop understanding and a specialist appreciation of the peculiar nature of Ugandan communication problems and how this impacts on our national growth and developmental plans.

**Learning Objectives**

Students are expected to gain the following skills:

*Writing Skills*: Thinking critically; selecting and organizing relevant details logically; Writing the reports, essays, letters and taking notes in appropriate register; Avoiding ambiguities, fallacies, irrationalities; Providing supportive evidence; Editing documents, proof reading; Writing and expanding information; quoting and citing references; Writing a curriculum vitae.

*Reading Skills*: The use of skimming; scanning inference and prediction in
reading; Intensive and critical reading; Acquisition of specific reading skills;
Interpretation of non linear texts; Locating information and comprehension.

*Speaking and Listening Skills*: Enhance Effective Public Relations The art of persuasion in effective speaking; Conducting interviews; Conducting meetings; Participating in group discussions and tutorials; Non verbal communication clues; Presentation seminars, seeking clarification etc.; Expression of politeness; Public speaking; Proper listening skills.

*Examination Skills*: Preparing for examinations, Writing examinations and following
instructions. Avoiding plagiarism and strengthening one’s originality.

**Course Outline**

1. Selecting and organizing ideas logically
2. Writing reports, essays and letters
3. Avoiding fallacies
4. Editing and Proof reading
5. Scanning inference and prediction in reading
6. Interpretation of non-linear texts
7. Arts of persuasion in effective speaking
8. Non-verbal Communication
9. Public speaking and proper listening

**Methodology**

The facilitator(s) will employ the following methods; lectures, question and answer demonstration, guided discovery, role play, Video tapes, group discussions, cooperate learning, brain storming.

**Assessment Mode**

Take home exercise 15%

Practical exercise test 15%

End of semester examination 70%

**Readings List**

Richard Ellis, 2003, *Communication Skills*, Intellect books,

Matthew McKay, 1995, *Messages: The Communication Skills Book*, 2nd Ed, New Harbinger Publications.

Marsha Ludden, 2002, *Effective Communication Skills: Essential Skills for Success in Work and Life*, 2nd Ed, Jist Publications

[Kathleen Bartholomew](http://www.amazon.com/exec/obidos/search-handle-url/105-6474220-0976424?%5Fencoding=UTF8&search-type=ss&index=books&field-author=Kathleen%20Bartholomew), 2007, *Stressed out about Communication Skills*, 1st edition, HCPro Inc.

[Alan Barker](http://www.amazon.com/exec/obidos/search-handle-url/105-6474220-0976424?%5Fencoding=UTF8&search-type=ss&index=books&field-author=Alan%20Barker), 2006, *Improve Your Communication Skills*, 2nd Edition, Kogan Page

[Andrew Bradbury](http://www.amazon.com/exec/obidos/search-handle-url/105-6474220-0976424?%5Fencoding=UTF8&search-type=ss&index=books&field-author=Andrew%20Bradbury), 2006, *Successful Presentation Skills*, 3rd Edition, Kogan Page