**THE ISLAMIA UNIVERSITY OF BAHAWALPUR**

**DEPARTMENT OF GEOGRAPHY**

**COMMUNICATION SKILLS**

**Credit Hours: 03**

**Instructor: Wajeeha Anam.**

**AIMS & OBJECTIVES:**

1. **To develop the ability to communicate effectively.**
2. **To enable the students to meet their real life communication needs.**

**CONTENT:**

* **Oral Presentation skills (Prepared and unprepared talks).**
* **Preparing for interviews. (Scholarship, jobs, placement for internship etc.).**
* **Preparing curriculum vitae (C.V, Bio data).**
* **Writing formal letters.**
* **Writing short reports.**

**METHODOLOGY:**

**The focus will be on teaching of language skills rather than content using a variety of techniques such as guided silent reading, communication tasks etc.**

**Moreover, a process approach will be taken for teaching writing skills with a focus on composing, editing and revising drafts both individually and with peer and tutor support.**

**GRADING POLICY:**

**Mid Term 30 Marks**

**Final Exams 50 Marks**

**Presentation 05 Marks**

**Class Participation 05 Marks**

**Assignment 05 Marks**

**Attendance 05 Marks**

**COURSE OUTLINE & SCHEME OF STUDY**

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| **LECTURES** | **DESCRIPTION** |
| **Lecture No. 1** | **What is Communication and It’s Characteristics.** |
| **Lecture No. 2** | **Classification of Communication and kinds of Communication** |
| **Lecture No. 3** | **Barriers to Communication and Channels of Communication.** |
| **Lecture No. 4** | **Seven C’s of Communication and Elements of Communication.** |
| **Lecture No. 5** | **Communication process.** |
| **Lecture No. 6** | **Elements of Effective Communication.** |
| **Lecture No. 7** | **Cycle of Communication.** |
| **Lecture No. 8** | **Communication’s styles.** |
| **Lecture No. 9** | **Written Communication**   * **Memo** * **Email** * **Formal Reports** |
| **Lecture No. 10** | **What is presentation, It’s Aims, Plans and Structure?** |
| **Lecture No. 11** | **Types of Presentation, What is Effective and Sound Presentation.** |
| **Lecture No. 12** | **What is an Interview**  **Types of Interview**  **Do’s and Don’ts of Interview** |
| **Lecture No. 13** | **Persuasion in Communication.** |
| **Lecture No. 14** | **Reasoning and Thinking.** |
| **Lecture No. 15** | **Body Language**   * **Styles** * **Expressions** * **Gestures** |
| **Lecture No. 16** | **Concluding Remarks** |

**RECOMMENDED BOOKS:**

1. **Ellen K 2002 Maximize your presentation skills, How to speak, Look and Act on your Way to the Top.**
2. **Hargie, O (ed) Handbook of Communication Skills.**
3. **Mandel.S. 2002 Effective Presentation Skills, A practical guide Better Speaking.**
4. **Mark, P. 1996 Presenting in English Language Teaching Publications.**

**PLEASE NOTE**

1. **Extra readings can be provided to the students from time to time.**
2. **The teacher will be available during the working hour to answer queries & problems of the students.**