



**DEPARTMENT OF BOTANY**  
**Tentative Course Plan**

**Class:** \_\_\_\_\_ **Semester-** \_\_\_\_\_ **Session:** \_\_\_\_\_

<b>Instructor</b>	<b>Ayesha Gillani</b>	<b>Email: ayesha.gillani18@gmail.com</b>	
<b>Course Title</b>	<b>Communication skills</b>	<b>Program</b>	<b>BS 2nd</b>
<b>Course Number</b>		<b>Credit Hours</b>	<b>3(2+1)</b>

**Lecture** \_\_\_\_\_ **Day:** \_\_\_\_ **period (00:00a.m to 00: 00a.m), Room#** 00

**Course Objective:**

**Methods of Teaching**

- Assigned readings
- Group activities & Discussion
- Audiovisual aids lectures
- Web-assisted instruction
- Student-Directed Teaching

<b>Resource Material</b>	<b>1. Text BoBooks</b> Communication desing&strategies	
	<b>2.Reference Books</b>	<b>3.Research Papers</b>
	i	i
	ii	ii
	<b>4.Hot Research Papers</b>	
	<b>5.Web Resources</b>	
i	i	
ii	ii	

**Office Help Hours** \_\_\_\_\_

**Grading**  
Exam (Date to be announced)  
Mid- Exam (30%) Final Exam (50%)  
Problem Session/Assignments (20%)

**Problem Session** \_\_\_\_\_ **Day:** 00 and 00 periods (0:00-00:00am), Room# 00

**SEQUENCE OF TOPICS TO BE COVERED**

Lecturer #	Topics (outline of main topics and sub topics)	Chapter #	Tutorial /Laboratory
1	What is effective communication,& it's aspects	<b>Chapter #1</b>	
2	Interapersonal& interpersonal communication		
3	Components and kinds of communication		
4	Communicating internally& externally	<b>Chapter #2</b>	
5	Formal communication Networks		
6	Informal communication Networks		
7	Listening, active&passive listening,	<b>Chapter #4</b>	
8	Active listening in Business&listening liabilities		
9	Kinds of listening		
10	Meaning of language, what meaning means	<b>Chapter #5</b>	
11	How we create meanings, sign&symbolic language		
12	The context of meanings.		
13	Styles of communications		
14	14 ways to improve communication skills		
15	Seven c's of effective communication		

16	What is verbal style? Types of verbal styles Talk about meanings, rules of speaking	Chapter #6	
	<b>Mid Term Exam</b>	Course/Discussion from session 1 to 16	
17	Language Limitations.		
18	Communication Apprehension& it's factors		
19	How Using persuasion and building Arguments in discussion.		
20	Find reasons and reasoning in conversation, discuss it's kinds.		
21	How to reduce fear factor among audience, using strategies to remove it.	Chapter #07	
22	Discuss about speech goals, how to organize your speech?		
23	Tyes of speech delivery.		
24	Introduction of writing process	Chapter #08	
25	How to do business writings, Designing memos and letters		-
26	What is report writing? Style &purpose of report	Chapter #10	-
27	Kinds of report writing,		-
28	How to organize reports?		-
29	How to do proposal writing?		-
30	Relational communication& Non-verbal communication.	Chapter #13	
31	Types of Non-verbal communication,		
32	How to communicate in small groups, Four c's of effective communication.		
	<b>Final Term Exam</b>	Course/Discussion from session 1- 32	

**Student Evaluation criteria:**

Attendance	5%
Workshop / Assignments/Case study	5%
Surprise Test/Sudden Test , Quizzes	5%
Class Participation	5%
Mid Term Paper	30%
Final Term paper	50%
<b>Total</b>	<b>100%</b>

**Student Responsibilities:**

Students must attend class. Failure to attend class may result in failure in the course. Students must also arrive on time and remain in class for the entire period. Cellular Phones and Beeper must be Turned off (Proper classroom decorum [behavior] adopts, Course outlines and calendars explain requirements and assignments, students are responsible for knowing what they say. Students are also responsible for doing all assigned work on time. Excessive absences (more than 03) will result in 1F Grade. Students may prepare Sketchbook for taking notes and for references.

**Instructor / Tutor**

**Approved by:**

**Chairman**