

Instructor name: Amna Mushtaq

Course name: English communication skills

Semester # 03

Course Outline

Aims:

1. To develop the ability to communicate effectively.
2. To enable the students to read effectively and independently any text.
3. To make the experience of learning English more meaningful and enjoyable.
4. To enable the students to use language structure in context.

A. Listening and Speaking Skills

Towards the end of the successful completion of the course, the following objects have to be achieved: [To develop the ability to]:

- To understand and use English to express ideas and opinions related to students' real life experiences inside and outside the classroom.
- To give reasons (substantiating) justifying their view.

- To understand and use signal markers.
- To extract information and make notes from lectures.
- .To ask and answer relevant questions to seek information, clarification etc.

BS 3rd semester

Course Outline of English communication skills

Lect.	Topics
1	<ul style="list-style-type: none"> • Communication • Introduction of communication
2	<ul style="list-style-type: none"> • Three steps of communication
3	<ul style="list-style-type: none"> • Verbal and non-verbal communication
4	<ul style="list-style-type: none"> • Effective communication
5	<ul style="list-style-type: none"> • Barriers of communication
6	<ul style="list-style-type: none"> • Model of communication
7	<ul style="list-style-type: none"> • Communication noise
8	<ul style="list-style-type: none"> • Seven Cs of communication
9	<ul style="list-style-type: none"> • What is body language? • Three elements of communication.

10	<ul style="list-style-type: none"> • Characteristics of body language
11	<ul style="list-style-type: none"> • Characteristics of body language
12	<ul style="list-style-type: none"> • Letters
13	<ul style="list-style-type: none"> • Essentials of letters
14	<ul style="list-style-type: none"> • Effective writing
15	<ul style="list-style-type: none"> • Essentials of effective writing
16	<ul style="list-style-type: none"> • Structure of a letter
17	<ul style="list-style-type: none"> • Elements of communication
18	<ul style="list-style-type: none"> • Types of communication
19	<ul style="list-style-type: none"> • Functions of communication
20	<ul style="list-style-type: none"> • Self-introduction
21	<ul style="list-style-type: none"> • Steps of self-introduction
22	<ul style="list-style-type: none"> • Model self-introduction
23	<ul style="list-style-type: none"> • English for etiquettes
24	<ul style="list-style-type: none"> • Steps of English for etiquettes <ol style="list-style-type: none"> 1. Greeting

	<ol style="list-style-type: none"> 2. Introducing 3. Congratulating
25	<ul style="list-style-type: none"> • Steps of English for etiquettes <ol style="list-style-type: none"> 1. Requesting 2. Accepting 3. Expressing gratitude
26	<ul style="list-style-type: none"> • Steps of English for etiquettes <ol style="list-style-type: none"> 1. Apologizing 2. Seeking 3. Granting
27	<ul style="list-style-type: none"> • Dialogue building
28	<ul style="list-style-type: none"> • Essentials features of dialogue or conversation
29	<ul style="list-style-type: none"> • Main factors of dialogue or conversation
30	<ul style="list-style-type: none"> • Formal, informal and semi-formal conversation
31	<ul style="list-style-type: none"> • Letter writing
32	<ul style="list-style-type: none"> • Samples of letter writing