**Course outline**

B.ed 4 year 2nd semester

Educational training department

Islamia University Bahawalpur

Instructor: Quarttulain shabbier

Course tiltle: communication skill

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No of credit: 3 credit

* **Course objective**
* Communicate effectively both verbally and non-verbally
* Apply the requisite academic communication skills in their essay writing
* Develop confidence in students they convey their thoughts in a clear and precise manner, make a favorable impression at an interview and get job.
* **Content**

**Unit-1 Introduction**

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| --- | --- |
| Week 1 | Making introduction   * Make effective self and peer introduction * Take useful introductory notes |
| Week 2 | Request and enquires   * Make appropriate requests and enquires * Listen for specific information in English. |
| Week 3 | Practice practical classroom English   * Demonstrate and practice practical classroom language routine. |

**Unit-2 communication skill**

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| --- | --- |
| Week 4 | Introduction to communication   * Communication defined * Communication process * Models of communication |
| Week 5 | Communication Barrier   * Personal barrier * Environmental barrier |
| Week 6 | Types of communication   * Verbal and non-verbal communication * Barrier of verbal and non-verbal communication |
| Week 7 | Communication $ Self |

**Unit-3 language skills**

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| --- | --- |
| Week 8 | Reading skill   * Skimming * Scanning * Intensive reading * Extensive reading |
| Week 9 | Writing skill   * Descriptive * Narrative * Persuasive |
| Week 10 | Listening skill and its types  Speaking skill and its types |

**UNIT-4**

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| --- | --- |
| Week 11 | Written communication   * Memo * Email * Formal * Reports |
| Week 12 | Body language   * Styles * Ratio * Importance * Expression * Body movement and gestures * Passive/active modes and indicators * Posture |
| Week 13 | Level of communication   * Horizontal * Vertical |

**UNIT-5**

|  |  |
| --- | --- |
| Week 14 | Communication theory   * Cognitive theory * Behavioristic theory |
| Week 15 | Presentation |
| Week 16 | Course revision |

**SUGGESTED TEXTBOOKS AND REFERENCES**

* Anderson, Christopher P.The NAME GAME. New York: jove, 1979.
* Bochner, A.P., Bochner, B. (1972). A multivariate investigation of Machiavellianism and task structure in four-man groups. Speech Monographs, 39, 277-285.
* Carver, C.S., & M.F. (2000). Perspectives on personality (4th ed.) Needham Heights, MA: Simon & Schuster
* Poole (Assoc. Eds.), The handbook of group communication theory & reseach (pp.115-138). Thousand oaks, CA:Sage.
* Holladay, S. J., & Coombs, W.T. (1993). Communication vision: An exploration of the role of delivery in the creation of leader charisma. Management Communication Quarterly, 6, 405-427.
* <https://www.helpguide.org/articles/relationships-communication/effective-communication.htm>
* <https://en.wikipedia.org/wiki/Communication_theory>
* <https://www.academia.edu/19597727/Communication_Definition_Elements_Levels_Types_Power_Misconception_and_Reason>