**AEE-601 Communication Skills and Leadership Development 2(1-1)**

**THEORY**

* Definition
* Types and dimensions.
* Factors affecting communication effectiveness.
* Verbal communication skills.
* Art of public speaking
* Better listening
* Effective reading and technical writing.
* Leadership concept.
* Types and functions.
* Qualities of good leaders.
* Development of effective leadership skills.

**PRACTICALS**

Students will be assigned independent topics for practicing communication skills (speaking, writing, listening and reading) in the class. Each student will analyze existing leadership in the given community.

**BOOKS RECOMMENDED**

1. Calvert, P. (ed.) 1990. The communication’s hand book: Techniques and technology. Maupin House, USA
2. Devito, J.A. 1997. Human communication: The basic course. Addison Wesley Longman, Inc., New York.
3. Gronbeck, B.E., R.E., McKerrow, D. Ehninger and A.H. Monroe. 1974. Principles and types of speech communication. Harper Collins College Publishers, New York, USA.
4. Kossen, S. 1994. The human side of organizations. Harper Collins College Publishers, New York, USA.
5. Roy, E. and S. Roy. 1993. Guide to basic writing. Prentice Hall. Englewood Cliffs, New York, USA.