

Course Introduction

These modules for communication are set for the learners to Communicate in their daily lives. It provides students with rudimentary knowledge that can be applied in real life situation.

Short Description of the course

These modules cover all language processes (speaking , listening, writing, reading, viewing, and representing) and considers communication from the communicator's and the receiver's points of view. It is hoped that through these modules learner can easily develop better language skills, better performance in interviews, enhance competency level of the learners and make them a better communicator in the social set up.

Learning Outcomes of the course

On Completion of this course the learners will be able to:

- 1- Understand the basic issues in second language acquisition (SLA) including individual differences in SLA; age effects on SLA; the role of the native language in SLA; the initial state and end state of SL grammar, native language attrition and child second language learning
- 2- Analyse learner data using the concepts and models taught in the course

Aims and Objectives of the course

Foundational Objectives

To develop interactive communication skill of learners and to provide help to the teachers so that both of them impart objective based education.

Specific Learning Objectives

These modules would make them able to:

- participate in describing and refining their skill in communication
- participate in defining tasks, products, and assessment and evaluation procedures

- participate in setting timelines
- Work independently.

Instructional Techniques

Group sessions. Instruction, class discussions, and examinations are in English. All teaching materials are in English.

COURSE PREREQUISITES: Modules on Principles of communication

COURSE CREDIT REQUIREMENTS

Your final grade will depend on the number of points you score. You can get the maximum of 100 points if you

- Actively participate in the in-class exercises (15%);
- Present a research paper summary in class (25%);
- the presentation must be in a word format typed (a template is available);
- the presentation should come with a handout; the handout must be submitted to me via email, asif.nadeem@iub.edu.pk a week before the day of the presentation; it should have the following structure: (i) introduction: theoretical assumptions and main hypotheses, (ii) data and methods, (iii) results, (iv) discussion: implications for hypotheses and beyond;
- pass a midterm exam (30%);
- pass a final exam (30%).

Both the midterm and the final exam are closed book and closed notes. Unexcused absence in more than 3 classes may result in failure in the class.

GRADING

Your total score determines your final grade on this standard grading scale:

90-100% = A / 80-89% = B / 70-79% = C / 60-69% = D / 50-0% = F

EXTRA CREDIT

There are no extra credit assignments for this course. If you miss a significant portion of class (3 or more classes), you may submit a make-up assignment. Please contact me when you have missed, or know you will miss, 3 or more classes.

COURSE MATERIALS

There is one required text book for this class: Modules on Principles of communication, 2011 By Dr. Asif Nadeem, Bahawalpur: Department of Education. All other course materials (including the readings listed below) will be made available on blackboard and/or in class.

CONTACT Instructor:

Asif Nadeem, Ph.D. (asif.nadeem@iub.edu.pk), + 92 3417670084 Assistant Professor: Contact Hours 9.00 am-4:00pm (Department of Education) Office hours: by appointment.

Course outline

Course Unit Code	EDU-24234
Title	Principles of Communication
Credit Rating	03
Level	M.A Education
Delivery	Semester 4 th
Pre-requisites	None

Curriculum content

Competent Communication: Effective and Appropriate

Communication Myths

Creating a Communication Climate

The Inescapable Interpersonal Dynamic

Empowerment: Exercising Positive Power

Nonverbal Communication: Sharing Meaning Without Words

Types of Nonverbal Communication

Physical Appearance: Looks Matter

Facial Communication: Your Personal Billboard

Gestural Communications: Bodies in Motion

Voice Communication: How You Sound

Space Communication: Distance and Territoriality

Communicating Competently With Nonverbal Codes

Informative Speaking

Types of Informative Speeches

Visual Aids

Listening to Others

The Listening Process

Models and Short Forms of Written Communication

- a) Aristotle model of communication
- b) Berlo's Model of Communication
- c) Linear Models
- d) The Shannon Weaver Model of Communication
- e) Schramm's Model of communication
- f) The transactional model of communication
- g) Ecological model of communication

Letters

- h) Block and modified blocked letters
- i) request or inquiry letters
- j) letter of refusal
- k) Letter to complaint or claim letter
- l) Official correspondence
- 2. Memoranda
- 3. E-mail
- 4. Abstracts
- 5. Executive Summaries
- 6. Minutes
- 7. Log or Journal Entries
 - 1- Interview techniques
 - 2- Developing CV & Resume
 - 3- Covering letter for job

Non verbal communication

Proxemics

Perception of Self and Others: Who Am I? Who Are They?

The Perceptual Process

Perception of Self

Perception of Others

Communication Competence and Perceptual Challenges

- A. Monitor Perceptual Biases
- B. Recognize Cultural Differences
- C. Manage Impressions
- D. Practice Empathy
- E. Check Perceptions

F. Language: Sharing Meaning with Words

Competent Communication: Effective and Appropriate

I. Benefits of Communication Competence

Making Relationships Work

Forming Close Relationships

Relationship Development: Coming-Together Phases

Sustaining Relationships: Friends, Relatives, Lovers, and Coworkers
Emphasize Supportive Communication: How to Talk to Others
Technology and Competent Interpersonal Relationships

Reference books

- 1- Ajmani, J. C. *Good English: Getting it Right*. New Delhi: Rupa Publications, 2002.
- 2- (Gere, 2004) *Writing and learning* By Anne Ruggles Gere University of Michigan, Macmillan Publishing C
- 3- Bovee, Courtland L, John V. Thill & Barbara E. Schatzman. *Business Communication Today: Tenth Ed* 2001.
- 4- Collins, Patrick. *Speak with Power and Confidence*. New York: Sterling, 2006.
- 5- Hasson, Gill. *Brilliant Communication Skills*. Great Britain: Pearson Education, 2002.