

## **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](mailto: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](mailto: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	<b>EDU-24234</b>
Title	Communication skill and learning
Credit Rating	03
Level	B.S Secondary Education
Delivery	Semester 8 <sup>th</sup>
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.