

Course Title : Communication Skills I

Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab (hours/week)	Credits	ECTS
ELL 115	B	1	3	0	0	3.00	4
Lecturer and Office Hours			Trudy Ann Anderson, PhD				
Teaching Assistant and Office Hours							
Language			English				
Course Level			Bachelor				
Description			The course aims at an understanding of Human communication, stressing language as a human characteristic. This includes; interpersonal and business communication, exploration of body language and intrapersonal communication, as well as communication for the public and in the mass media. A focus will be on group (academic) and business (technical) use of speech and reporting. Communication will be looked at at the theoretical, public (academic speaking, reporting), and technical (business interviewing, resumes and memos) level.				
Objectives			For the student to understand communication as a vital human device, to be able to assess communication on a interpersonal and intrapersonal level, to become adept at persuasive and effective speech making and interviewing for small groups and the public, and to be able to critically analyse the uses of communication in the mass media.				

Course Outline

Week	Topics
1	Introduction
2	Human, intrapersonal, interpersonal communication
3	Non-verbal communication, interpersonal relations
4	Problem solving in teams.
5	Problem solving and organizational development
6	Effective Presentation and Speaking
7	Presentation and Speaking
8	Midterm Exam
9	Group Speeches, Understanding Human Communication
10	Interviews
11	Communication in the workplace
12	Research as a process
13	Structure, style, graphics and page design
14	Specific documents and applications.
15	Exam review
16	Final Exam
Prerequisites	
Textbook	
<ul style="list-style-type: none"> • Adler, R., Rodman, G.(2006). Understanding Human Communication. N.Y & Oxford University Press. • Lannon, J. M.(2008). Technical Communication. N.Y: Pearson & Longman 	
Other References	
<ul style="list-style-type: none"> • Trenholm, S.,Jensen.A.(2008). Interpersonal Communication/ Seventh edition. Oxford & N.Y: Oxford University Press • Lucas, S. E.(2004). The Art of Public Speaking. Boston: McGraw Hill 	

Laboratory Work			
Computer Usage			
Other			
Learning Outcomes and Competences			
1	An understanding of intrapersonal, interpersonal, and mass communication and the theoretical issues which underly them		
2	An ability to do practical application of communication skills in research and persuasive and effective speaking		
3	An understanding coupled with practical application of business communication skills: interviewing, memos, resumes, resulting in proficiency		
Course Evaluation Methods			
In-term studies		Quantity	Percentage
Midterms		1	20
Quizzes		0	0
Projects		1	30
Term Projects		0	0
Laboratory		0	0
Attendance		1	10
Contribution of in-term studies to overall grade			60
Contribution of final examination to overall grade			40
Total			100
ECTS (Allocated Based on Student) Workload			
Activities	Quantity	Duration (hours)	Total Workload (hours)
Course Duration (Including the exam week : 16 x Total course hours)	16	3	48
Hours for off-the-classroom study (Pre-study, practice)	14	2	28
Assignments	1	12	12
Midterms	1	5	5
Final examination	1	8	8
Other	0	0	0
Total Work Load			101
Total Work Load / 25 (hours)			4,04
ECTS			4