

Course Name : Communication Skills II							
Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
ELL 116	B	Spring	3.00	0.00	0.00	3.00	4.00
Lecturer		Eduina Maksuti, Msc					
Assistant							
Course language		English					
Course level		Bachelor					
Description		The course aims at an understanding of the nature of the groups, solving problems in the group and it also aims at public communication. A focus will be on group (academic) and business (technical) use of speech and reporting. Communication will be looked at the theoretical, public (academic speaking, reporting), and technical (business interviewing, resumes and memos) level.					
Objectives		For the student to take part and solve problems in groups are very important. Another goal is to learn how to present message in an organization by using informative and persuasive speaking.					
Core Concepts							
Course Outline							
Week	Topic						
1	The Nature in Groups (chp.8, Ronald B. Adler and George Rodman, Understanding Human Communication)						
2	The Nature in Groups (chp.8, Ronald B. Adler and George Rodman, Understanding Human Communication)						
3	Solving Problems in Groups (chp.9, Ronald B. Adler and George Rodman, Understanding Human Communication)						
4	Solving Problems in Groups (chp.9, Ronald B. Adler and George Rodman, Understanding Human Communication)						
5	Choosing and Developing a Topic (chp.10, Ronald B. Adler and George Rodman, Understanding Human Communication)						
6	Choosing and Developing a Topic (chp.10, Ronald B. Adler and George Rodman, Understanding Human Communication)						
7	Organization and Support (chp.11, Ronald B. Adler and George Rodman, Understanding Human Communication)						
8	Midterm Exam						
9	Presenting Your Message (chp.12, Ronald B. Adler and George Rodman, Understanding Human Communication)						
10	Presenting Your Message (chp.12, Ronald B. Adler and George Rodman, Understanding Human Communication)						
11	Informative Speaking (chp.13, Ronald B. Adler and George Rodman, Understanding Human Communication)						
12	Informative Speaking (chp.13, Ronald B. Adler and George Rodman, Understanding Human Communication)						

13	Persuasive Speaking (chp.14, Ronald B. Adler and George Rodman, Understanding Human Communication)			
14	Persuasive Speaking (chp.14, Ronald B. Adler and George Rodman, Understanding Human Communication)			
15	Review weeks 1-14			
16	Final Exam			
Prerequisites		The student must attend the course at a minimum rate of 75%.		
Literature		• L. Adler, R. G. Rodman, (2011). Understanding Human Communication, Oxford University Press. • Alan Barker (2010), Improve Your Communication Skills,London,Kogan Page Limited		
References		• Helio Fred Garcia (2012)The Power of Communication, Pearson Education, New Jersey		
Course Outcome				
1	Students to gain theoretical understanding of intrapersonal, interpersonal, group, public and mass communication			
2	Students to master the main elements of technical communication in business and reporting			
3	The application of this knowledge in their daily lives and public presentations			
Course Evaluation				
In-term Studies		Quantity	Percentage	
Midterms		1	40	
Quizzes		0	0	
Projects		1	10	
Term Projects		0	0	
Laboratory		0	0	
Class Participation		0	0	
Total in-term evaluation percent			50	
Final exam percent			50	
Total			100	
ECTS Workload (Based on Student Workload)				
Activities		Quantity	Duration (hours)	Total (hours)
Course duration (Including the exam week: 16x Total hours of the course)		16	3	48
Study hours outside the classroom (Preparation, Practice, etc.)		14	2	28
Duties		1	0	0
Midterms		1	10	10
Final Exam		1	14	14
Other		0	0	0
Total Work Load				100
Total Work Load / 25 (hours)				4.00
ECTS				4.00