

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	Communication will be looked at the theoretical, public (academic speaking, reporting), and technical (business interviewing, resumes and memos) level.
Objectives	Another goal is to learn how to present message in an organization by using informative and persuasive speaking
Core Concepts	Leadership.

Course Outline

Week	Topic
1	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.			
References	• • Alan Barker (2010), Improve Your Communication Skills, London, Kogan			
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		0	0	
Term Projects		0	0	
Laboratory		0	0	
Class Participation		0	0	
Total in-term evaluation percent			40	
Final exam percent			60	
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	3	42
Duties		0	0	0
Midterms		1	0	0
Final Exam		1	0	0
Other		0	0	0
Total Work Load				90
Total Work Load / 25 (hours)				3.60
ECTS				4.00