

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		Elsuida Hoxhaj, 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		The student should be able to understand communication as a vital human device, 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 analyze the uses of communication in the mass media.					
Core Concepts		Communication, group, speech, organization, 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	Studentët do të fitojnë të kuptuarit teorik të komunikimit intrapersonal, ndërpersonal, në grup, publik dhe të komunikimit masiv
2	Studentët do të zotërojnë elementet kryesore të komunikimit teknik në biznes dhe raportim
3	Aplikimi i kësaj njohurie në jetën e tyre të përditshme dhe në prezantime publike
Course Evaluation	
In-term Studies	
Midterms	Quantity: 1, Percentage: 30
Quizzes	Quantity: 0, Percentage: 0
Projects	Quantity: 1, Percentage: 30
Term Projects	Quantity: 0, Percentage: 0
Laboratory	Quantity: 0, Percentage: 0
Class Participation	Quantity: 0, Percentage: 0
Total in-term evaluation percent	
60	
Final exam percent	
40	
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	1, 3, 3
Midterms	1, 1, 1
Final Exam	1, 2, 2
Other	0, 0, 0
Total Work Load	
96	
Total Work Load / 25 (hours)	
3.84	
ECTS	
4.00	