

Course Name : Communication Skills I							
Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
ELL 115	B	Fall	3.00	0.00	0.00	3.00	4.00
Lecturer Trudy Ann Anderson, PhD							
Assistant							
Course 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.							
Core Concepts							
Course Outline							
Week	Topic						
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	The student must attend the course at a minimum rate of 75%.
Literature	<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
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

Course Outcome

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

In-term Studies	Quantity	Percentage
Midterms	1	20
Quizzes	0	0
Projects	1	30
Term Projects	0	0
Laboratory	0	0
Class Participation	1	10
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	2	28
Duties	1	12	12
Midterms	1	5	5
Final Exam	1	8	8
Other	0	0	0
Total Work Load			101
Total Work Load / 25 (hours)			4.04
ECTS			4.00