

UNR2101 Communication and Presentation Skills**COURSE INFORMATION**

Prerequisites	Academic Year & Level		Teaching Methods			Credit Hrs.
	Year	Semester	Lecture	Tutorial	Laboratory	
None	1	2	2		2	2

COURSE AIM

By the end of the course, learners will be able to:

1. understand the essential components of effective communication.
2. recognize flaws in their communication style.
3. outline the topic and content of a persuasive oral presentation.
4. identify the essential components of a business meeting.
5. understand the essential components of a business interview.
6. practice technical writing skills.

COURSE WEEKLY CONTENTS

1. Introduction to communication skills
2. Communication Principles and Processes; The Oral Communication Process: Speaking and Listening
3. Elements of successful communication; Nonverbal communication
4. Introduction to presentation skills
5. Persuasive presentations
6. project
7. Introducing Interviewing Skills
8. Interviewing skills
9. Interviewing skills (cont'd)
10. Graded interviews
11. Group Communication: Preparing for and conducting meetings.
12. Meeting agendas and meeting minutes
13. Conducting Meetings
14. Graded meetings
15. Revision

STUDENT GRADING & ASSESSMENT

Weeks	Exams	Assign.	Quizzes	Reports	Present.	Lab.	Total
1 to 7	←		30	MARKS		→	30
8 to 12	←		20	MARKS		→	20
1 to 15	←		10	MARKS		→	10
16 or 17	40	Final					40

REFERENCES

- Textbook Johnson-Sheehan, R. (2014). *Technical communication today* (4th Ed.). Harlow. Pearson