CSK 1101 Communication Skills

Hours Per Week			Hours per Semester	Weighted Total Mark	Weighted Exam Mark	Weighted Continuous Assessment	Credit Units
LH	PH	TH	CH	WTM	WEM	WCM	CU
4	0	4	60	100	60	40	4

Course Description

Communication skills have been found to be wanting for students, especially those who have offered science subjects at "A" Level. The course aims at improving the communication skills of the student as means of expression and interacting in a professional way. It focuses on improving communication skills of the student, which is an integral part of building a professional architect.

Objectives

- To acquire skills of conducting meetings
- To be able to effectively relate and communicate with others at work place
- To be able to effectively write reports, minutes and agenda
- To acquire skills of preparing workshop and conference papers

Course Outline

1. Inter personal skills [30 CH]

1.1 Listening

1.2 Speaking

1.3 Interaction

2. Academic writing [30 CH]

2.1 Report writing

2.2 Seminars and workshop paper presentation

2.3 Inter-office and intra-office communication

2.4 Memo writing

Learning Outcomes

On completing this course the student should be able to write clear and concise reports and clearly express himself/herself and communicate effectively, verbally and graphically using the technical language of the architectural profession.

Reading/reference materials

1. Muchri, M. (1992). ***Communication Skills for Universities and Colleges.*** Longman, Nairobi.

2. Longman D.G., and Atkinson R.H. (1989), ***College Learning and Study Skills.*** West Publishing Co., New York.

3. Brown, D.E. Burtness, P.S., and Clark A T. (1982). ***Effective English for Business Communication.*** Sage Publishing Ltd, Ontario.

4. Jordan S.(ed) (1971) ***Handbook of Technical Writing Practices.*** John Wiley and Sons, New York.