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

Rationale/Course Description
The course equips the student with proficiency in reading, and ability to communicate both orally and in writing.

Objectives/Aims
- To provide the student with reading, listening, speaking and interaction skills.
- To help the student develop interpersonal skills, conduct and interaction in a work place
- To equip students with report writing and presentation skills.

Course Outline

1.0 Inter personal skills [30 CH]
- 1.1 Listening
- 1.2 Speaking
- 1.3 Interaction

2.0 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
The student is expected to master communication skills including report writing, presentations, public speaking, business communications, management of meetings, and interviews

Method of Teaching/Delivery
The course will be conducted through lectures, tutorials, group discussions and presentations. The course will involve extensive interaction in class as a practical way of fostering better communication skills.

Assessment Method
Assessment will be done through continuous assessment including writing assignments and reports, and presentations, contributing 40%. The final exam will contribute 60%.

Reading/reference materials

Forrest, R. (1968), Revision English, Longman, London.

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

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

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

Eastwood, J., Mackin, R. (1988). A Basic English Grammar with Exercises. Oxford University Press, Oxford.

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

Maddox H. (1980), How To Study. Pan Original, London.

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