

## **HS-201 Oral Communication**

Foundations for oral communication: introduction to communication, model of communication competence, perception, language and nonverbal communication, listening, interpersonal communication: introducing IPC and its assumptions, challenges, principles and ethics of IPC, interpersonal relationships and skills, conversation: process, management and problems, interpersonal conflict, pair discussion/ debate, small group communication: need and significance of small group communication, challenges and coping strategies in small group competence, decision making, leadership and managing relationships in small groups, group discussion practice, public speaking & technical presentations: introduction to public speaking, realizing speaking types[speaking to inform, explain or persuade], understanding speech preparation (process and model, purpose and thesis, gathering support materials, organizing and outlining, and developing visual aids), delivering speech effectively (eloquence, voice and articulation, non-verbal cues, and avoiding pitfalls), practice in speech and technical presentations, interviewing: types of interviews and process, considerations & skills during interviews, preparing for effective interviewing, simulating employment interviewing.

### **Recommended books:**

1. "Human Communication", Joseph A. Devito , Longman, 8<sup>th</sup> Edition, 2000.
2. "Communicating in Business and Professional Settings", Michael S. Hanna, McGraw Hill, 4<sup>th</sup> Edition, 1997.
3. "The Perfect Presentation", Andrew Leigh, Michael Maynard, Random House, 2003.
4. "Human Communication: Motivation, knowledge and skills", Sherwyn P. Morreale Brian H. Spitzberg& J Kevin Barge, Wadsworth, Thomson Learning USA, 2<sup>nd</sup> Edition, 2006.
5. "Process & product Approach to Business Communication", Mary Allen Guffy, Thomson Publishers, 7<sup>th</sup> Edition, 2010.
6. "Business Communication Today", Courtland L. Bovee& John V. Thill. Prentice Hall International Inc., 8<sup>th</sup> Edition, 2008.