

**Course Title: Functional English - III (Communication and Presentation Skills)**

**Course Code: EngFun-603`**

**Credit Hour: 3(3-0)**

### **Course Description**

This course offers methods and techniques useful in optimising communication and presentation skills of the learners, enabling them to face divergent groups of audience with confidence. The course encourages modules relating to the contents and technology use associated with communication and presentations skills. The course will encourage students' interpersonal and intrapersonal communication skills through numerous assignments and activities including writing reports, official correspondence with professional undertones. Additionally, this course will enhance speaking skills with emphasis on appropriate body language and logical reasoning to convey messages to audience lucidly.

### **Course Objectives**

The course aims to:

- help students identify essential components of a presentation
- develop the awareness, knowledge, skills and attitudes required to deliver effective academic presentations and communicate clearly and effectively
- enable students to write reports, precis and write official correspondence

### **Course Contents**

#### **1. Communication**

- Importance of communication
- Process and purpose of communication
- Analyze the audience
- Communicating with words as well as with body language
- Writing with a purpose

#### **2. Presentation Skills**

- Effective presentation
- Body language (gestures / postures)
- Informative speaking
- The use of audio-visual aids

#### **3. Critical Thinking**

- Situations

#### **4. Official Correspondence**

- CV writing
- Cover letters
- Interviews

#### **5. Report Writing**

- Types of reports
- Importance of report writing
- Reports and official correspondence

## 6. Vocabulary Development

- 504 Lesson 16 to 20

## 7. Listening Activities

- Video clips of renowned orators (keeping in view the course contents and objectives)
- Tutorials on report writing
- Work sheets on official correspondence

*(Note: Teachers need to include practice activities, exercises and worksheets on the given topics.)*

### **Recommended Readings:**

Gueffy, M. E. (2007) *Essentials of business communication* (7<sup>th</sup> ed.). New York, NY: South-Western College Publisher.

Mandel, S. (2000). *Effective presentation skills a practical guide for better speaking*. Boston, MA: Crisp Learning.

Murphy, H. A. & Peck, C. E. (1991). *Effective business communications*. New York, NY: McGraw-Hill.