

Course Title	Communication & Interpersonal Skills
Course Code	HU-108
Pre-Requisite	NA
Degree Program (BS / MS / PhD)	BS

Course Objectives

1. Develop a broader range of interpersonal communication techniques to use in a variety of settings.
2. Develop the confidence to handle a wide range of difficult and demanding situations effectively.

Learning Outcomes

1. Analyse their interpersonal communication style.

Contents

Week	Topic
1	Introduction to Communication and Interpersonal Skills The Communication process Models of Communication Barriers to Communication
2	Mindful Listening
3	Reading Skills
4	Communication and Personal identity
5	Johari Window
6	Empathy Education: Becoming More Human
7	Intercultural Communication
8	Verbal Communication

9	Mid-term
10	Non-verbal communication
11	Presentation skills Persuasive speaking skills
12	Emotions and Communication
13	Paragraph Writing Topic sentence Developing beginning, middle, and end of a paragraph From paragraphs to an essay
14	Electronic Communication: SMS, Social Media (WhatsApp, Blogs etc.) Emails and Email Etiquettes
15	Resumes & Portfolio Development Resume building Follow-up Letter/email Students' presentations
16	Interviewing Skills
17	Buffer Week
18	Final Examination

Readings List (including Books, Journals, Papers Articles, & Websites whatever is applicable)

- a. Interpersonal Communication: Everyday Encounters by Julia T. Wood, Eighth Edition, 2016, Cengage Learning: ISBN-13: 978-1-285-44583-0
- b. Communication and Interpersonal Skills, Second Edition, Erica Pavord and Elaine Donnelly, 2015, ISBN 978 1 908625 32 8 (First edition published in 2008)

c. Emapthy Education: Becoming More Human, Daniel Keeran, 2014, ISBN-13: 978-1505866889

d. Selected videos (links provided) and activity briefs will be provided in soft form.