

University of May, 8th, 1945 - Guelma
Department of Letters & English Language
Communication Practices
First Year Master (Group 1, 2, 3, 4, 5)
Semester I /2023

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I. Course Description

This course, tailored for first-year Master's students in the English Department, explores the profound influence of communication in various facets of life. In an increasingly digital and interconnected world, the way we communicate significantly impacts our interactions with others, from casual encounters on the street to professional engagements in the boardroom. Given the predominantly online nature of this course, it is designed to offer a comprehensive overview of fundamental communication principles. Students will gain insights into communication styles, ranging from passive to assertive, and delve into the intricacies of verbal and nonverbal communication. Furthermore, the course delves into the art of written communication, emphasizing the importance of clarity and precision in this digital age. By the course's conclusion, students will have honed their communication skills for one-on-one interactions, small group settings, and public speaking, equipping them to navigate the demands of contemporary society with confidence and proficiency. **The lectures of this course will be in the form of videos that you will have to watch.**

II. Course Goals and Objectives

Communication influences all factors of your life. From daily interactions with strangers on the street to the way you present yourself in the board room, the way you communicate is a reflection of who you are and the way you establish relationships with those around you. Accordingly, this introductory course is

designed to survey the basic principles of good communication in order to help students develop communication skills necessary to function effectively in today's society. Students will enhance their communication skills in one-on-one situations, small group situations, and public speaking.

III. Course Evaluation:

You will have one final exam (on 20 marks) during the exam weeks. Your TD mark, which is also out of 20 points, is determined by your performance in Online Assignments.

IV. Course Schedule and Time Allocation:

Before we delve into the course details, it's essential to understand that this course spans a total of 22 hours. To make the most of this time and ensure we cover all the necessary material, we have a carefully planned breakdown for the course. This schedule serves as a guideline, and we may make adjustments as we progress, taking into account our learning pace, teaching style, and specific learning objectives for each topic.

1. Recognizing and Understanding Communication Styles

(Approximately 6 hours)

- What is Communication? (1 hour)
- Passive Communication (1.5 hours)
- Aggressive Communication (1.5 hours)
- Passive-Aggressive Communication (1 hour)
- Assertive Communication (1 hour)

2. Verbal Communication (Approximately 5 hours)

- What Makes Up Verbal Communication? (1 hour)
- How to Use Verbal Communication Effectively (2 hours)
- Verbal Communication: Case Study (2 hours)

3. Nonverbal Communication (Approximately 5 hours)

- Defining Nonverbal Communication (1 hour)
- Why is Nonverbal Communication Effective? (1.5 hours)
- Reading Nonverbal Cues (1.5 hours)
- Nonverbal Communication: Case Study (1.5 hour)

4. **Communicating in Writing** (Approximately 5 hours)

- Using Written Communication (1.5 hour)
- Pros and Cons of Written Communication (2 hours)
- Tips for Avoiding Misunderstandings in Written Communication (2 hours)

V. References:

Baldoni, John. *The Leader's Guide to Speaking with Presence: How to Project Confidence, Conviction, and Authority.*

Dieken, Connie. *Talk Less, Say More: Three Habits to Influence Others and Make Things Happen.*

Kuhnke, Elizabeth. *Communication Skills for Dummies.*

Marshall, Lisa B. *Smart Talk: The Public Speaker's Guide to Success in Every Situation* (Quick & Dirty Tips).

Schwartzman, Roy. *Fundamentals of Oral Communication.*

Sedniev, Andrii. *Magic of Impromptu Speaking: Create a Speech that will be Remembered for Years in Under 30 Seconds.*