

**University of 8 May, 1945 - Guelma**  
**Department of Letters & English Language**  
**Communication Practices**  
**First Year Master (All Groups)**  
**Semester II /2024**

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## **I. Course Description**

First year Master students at the English Department, University of Guelma are exposed to the course of Communication Practices for the second semestre. At this stage, students have already acquired a better understanding of various issues related to communication. The course is meant to enhance and broaden students' knowledge of topics related to the course. Students are introduced to different theories, principles, and practices of effective human communication, listening, and presentation skills. **The course is taught three weeks face-to-face and one week online. The lectures of this course will be in the form of videos that you will have to watch before class and come ready to discuss them.**

## **II. Course Goals and Objectives**

This course is designed to introduce students to the principles of effective public speaking. Students will gain substantial knowledge and practice in speech composition and delivery. Because Communicology is a skills-based course, students will have numerous opportunities to gain "hands-on" experience delivering public speeches. In addition, as students prepare and present a variety of speeches throughout the semester, particular emphasis will be placed on organization, critical thinking, reasoning, and evaluation of speeches.

## **III. Course Evaluation:**

You will have one final exam (on 20 marks) during the exam weeks.  
Your TD mark (that is on 20 marks, too) is weighted as follows:

- Participation in class:	14 pts	}	Class Evaluation
- Online Assignments:	26 pts		
		}	Home Evaluation

#### **IV. Course Schedule:**

##### **Week 1: General Introduction**

Syllabus

##### **Week 2:**

1. The concepts, theories, and principles of effective human communication.

##### **Week 3: Second and Third Subjects in the Syllabus**

2. How to become a competent communicator.

##### **Week 4:**

Online Assignments

##### **Week 5:**

3. How we form perceptions of ourselves and others.

##### **Week 6:**

4. The strategies necessary for improving listening skills.

##### **Week 7:**

5. The strategies for initiating and maintaining interpersonal relationships.

##### **Week 8:**

Online Assignments

**Week 9-10:** (Mar. 22- Apr. 6): *Spring Break*

**Week 11:**

6. The strategies for effective group participation and leadership.

**Week 12:**

7. How to prepare and deliver effective public presentations.

**Week 13:**

Practice

**Week 14:**

Online Assignments

## **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.