Faculty of Computers and Information Technology

Communication and Presentation Skills

Information :

Course Code :	CPS 101	**Level**	: Undergraduate	**Course Hours :**	2.00- Hours

Department :	University Requirments

Instructor Information :

Title	Name	Office hours
Lecturer	Dalia Alsaiid AbdElbaky Ali Hassan	1

Area Of Study :

Apply the basic concepts and theories of presentation and communication skills to create a comfortable, positive classroom environment that facilitates greater appreciation for the diversity of people and perspectives.
Use modern techniques, up to date methods and tools to improve the ability of organizing thoughts and material for the purpose of presentation.
Compare, evaluate and select methodologies from range of techniques to develop each understanding and ability to analyze the audience.
Combine and evaluate different tools and facilities to progress the speaking in an extemporaneous fashion.
Use effectively communication skills.
Own the needed knowledge and skills in the computing and information market.
Satisfy the qualifications required by potential employers.

Description :

This course is designed to develop professional communication skills to enhance your performance, as well as your satisfaction with your performance, in the workplace. Central to your success at work are writing, speaking, listening and problem-solving skills. Additionally, the ability to work productively with others is of central importance to your future success. As such, the following are the main goals for learners in this course: (a) improve presentation and listening skills, (b) develop problem-solving skills, (c) improve basic writing skills, and (d) enhance interpersonal communication, social, and interactional skills for professional settings

Course outcomes :

a.Knowledge and Understanding: :

1 -	Describe methodologies, practices and tools to present the speech and critically listen to audience
2 -	Identify the criteria for analyzing the audience and different techniques for reasoning
3 -	Discuss principles of organizing the speech illustrating the difference between informative and commemorative speech

b.Intellectual Skills: :

1 -	Analyze the relationship between words and meanings
2 -	Determine factors that contribute to a speakers effective or ineffective use of language
3 -	Prepare appropriate techniques for organizing the speech

c.Professional and Practical Skills: :

1 -	Use appropriate supporting material for presentation and communication skills

	2 -	Realize methods of composing appropriate introductions and conclusions
	3 -	Use appropriate visual aids for presentation and communication skills

d.General and Transferable Skills: :

	1 -	Work in a team effectively and efficiently considering time and stress management
	2 -	Apply communication skills and techniques in presentations and report writing for range of audiences using various methods and tools
	3 -	Utilize effectively appropriate visual aids

Course Topic And Contents :

Topic	No. of hours	Lecture	Tutorial / Practical
Welcome to Public Speaking	2	2	
Preparing your first speech	2	2	
Presenting the speech	2	2	
Listening Critically	2	2	
Analyzing your audience	2	2	
Choosing a Topic and Developing a Strategy	2	2	
Researching the Speech	2	2	
Reasoning	2	2	
Mid Term Exam	2		
Organizing the Speech: The Body	2	2	
Introductions, Conclusions and Transitions	2	2	
Informative Speeches: Special Occasion Speeches, Using Language to Style the Speech.	2	2	
Commemorative Speeches: Persuading. Work on Persuasive Speech	2	2	
Final Exam	2		

Teaching And Learning Methodologies :

Interactive Lectures including discussion
Self-Study (Project / Reading Materials / Online Material / Presentations)
Others (Participation)

Course Assessment :

Methods of assessment	Relative weight %	Week No	Assess What
Final Exam	40.00	14	
Midterm Exam (s)	30.00	9	
Others (Participation-Attendance)	5.00		
Presentations	10.00		
Research and Reporting	5.00		
Team Work Projects	10.00		

http://www.fue.edu.eg

Books :

Book	Author	Publisher
Business and Professional Communication (Connect codes)	Kory Floyd	McGraw Hill

Course Notes :

Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)

Web Sites :

www.ekb.eg