

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
COM 121S FUNDAMENTALS OF COMMUNICATION
3 CREDIT HOURS

COURSE DESCRIPTION

Introduction to principles of effective oral communication. Activities will involve the sending and receiving of verbal and nonverbal messages in all contexts, with an emphasis on presentational speaking skills.

COURSE GOALS

The student will:

1. Compare several conceptual models of the communication process.
2. Devise appropriate topics for speaking through self-awareness and audience analysis.
3. Select language and organize communication in ways which promote rhetorical effectiveness in particular situations.
4. Demonstrate nonverbal behavior that is congruent and effective.
5. Demonstrate active listening skills.
6. Interpret messages to accurately discern the source's meaning.
7. Analyze messages for rhetorical effectiveness.

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

- I. General communication perspectives.
- II. Message sending skills.
 - a. Self-concept and perceptions as they relate to topic development.
 - b. Organization and form in communication.
 - c. Communication style—word choice, channels, connotation and denotation.
 - d. Nonverbal behavior and delivery skills.
 - e. Strategies for informative and persuasive messages.
- III. Message receiving skills.
 - a. Active listening.
 - b. Listening for information.
 - c. Empathic listening and response skills.
 - d. Critical listening.