Course Name : Communication Skills I									
Course Code	Course Type	Regular Semester	Lecture (hours/we ek)	Seminar (hours/we ek)	Lab. (hours/we ek)	Credits	ECTS		
ELL 115	С	Fall	3.00	0.00	0.00	3.00	4.00		
Lecturer		Eduina Maksuti, Msc							
Assistant									
Course language		English							
	Course level	Bachelor							
Description		The course aims at an understanding of Human communication, stressing language as a human characteristic. This includes: interpersonal and business communication, exploration of body language and intrapersonal communication, as well as communication for the public and in the mass media.							
	Objectives	The student should be able to understand the communication as a vital human device, to be able to assess communication on interpersonal and intrapersonal level, to become adept at persuasive and effective speech making and interviewing for small groups and the public, and to be able to critically analyze the uses of communication in the mass media.							
Co	ore Concepts	Interpersonal con communication, s					1		
Course Outlir	ne								
Week		Торіс							
1	Course introduction. This lecture will cover an introduction of the course in general and an understanding of communication. The definition of communication and the fields of usage will be discussed. The three levels of understanding. (pg. 9-28, Chapter 1, Improve Your Communication Skills; Alan Barker, Kohan Page, 2016.)								
2	Human Communication; Types of communication. This course will address the types of communication, an explanation of each of them. The functions of communication will be discussed, including physical, identity, social and practical needs. (pg. 3-11, Chapter. 1, Understanding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, 2014.)								
3	Modelling communication. This lecture will address the models of the communications. linear and transactional, the evolution and differences of each. The concept of noise in communication and its types will be discussed. Communication competence and the traits of a competent communicator. (pg. 12-24, Chapter. 1, Understanding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, 2014.)								
4	Misconceptions. This lecture will clarify the misconceptions needed to be avoided during communication. At the same time the common perceptual tendencies and situational factors influencing perceptions will be discussed. Other topics explained are; perception and culture, empathy and perception, perception checking. (pg. 33-48, Chapter. 2, Understanding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, 2014.)								
5	Perceiving the Self. This lecture will address the self-concept and development of the self. The impact of the culture in creating the self-concept will be explained. Definitions of public and private selves, identity and impression management will be given. (pg. 48-73, Chapter. 2, Understanding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, 2014.)								
6	Language. This course will discuss the use syntactic, semantic, phonological, and pragmatic rules and how their use affects a message's comprehension. It will identify the ways in which language shapes and reflects the attitudes. (pg. 75-113, Chapter. 3, Understanding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, 2014.)								

10 11 12 13 14 15 16 Durse Out 1 2	attractivenes Understandin 2014.) Interpersonal relationships of every mess discussed. Di Understandin 2014.) Interpersonal tensions pres disclosure rel disclosing me Adler and Gee Improving int in interpersor disconfirming passive-aggre lose-lose, cor 7, Understand 2014.) Review of the Final Exam Prerequisites Literature References tcome Te kuptuarit i përbëjnë baze Te qenurit ne	communication: Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the characteristics that distinguish interpersonal from impersonal ones will be explained. Also, the content and relational dimensions sage, the role of metacommunication in conveying relational messages will be mension of and influences of intimacy in relationships. (pg. 185-197, Chapter. 6, g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the stages of relationships and the dialectical ent in a relationship will be discussed. It will be identified the degree of self- ationships and the functions this serves. Composing effective and appropriate essages. (pg. 197-225, Chapter. 6, Understanding Human Communication; Ronald B orge Rodman, Oxford Press, 2014.) erpersonal relationships. This lecture will discuss the role of communication climate nal relationships and the types of messages that contribute to confirming and climates. It will address the characteristics of nonassertive, directly aggressive, essive, indirect, and assertive communications. The differences between win-lose, mpromising, and win-win approaches to conflict resolution. (pg. 227-257, Chapter. ding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, etopics/ The student must attend the course at a minimum rate of 75%. • Alan Barker (2010), Improve Your Communication Skills, London, Kogan Page Limited • Adler, R., Rodman, G.(2021). Understanding Human Communication. N.Y & Oxford University Press. • The Power of Communication, Pearson Education, New Jersey					
10 11 12 13 14 15 16	attractivenes Understandin 2014.) Interpersonal relationships of every mess discussed. Di Understandin 2014.) Interpersonal tensions pres disclosing me Adler and Ger Improving int in interpersor disconfirming passive-aggre lose-lose, cor 7, Understand 2014.) Review of the Final Exam Prerequisites Literature References tcome Te kuptuarit i	communication: Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the characteristics that distinguish interpersonal from impersonal ones will be explained. Also, the content and relational dimensions sage, the role of metacommunication in conveying relational messages will be mension of and influences of intimacy in relationships. (pg. 185-197, Chapter. 6, g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the stages of relationships and the dialectical ent in a relationship will be discussed. It will be identified the degree of self- ationships and the functions this serves. Composing effective and appropriate essages. (pg. 197-225, Chapter. 6, Understanding Human Communication; Ronald B orge Rodman, Oxford Press, 2014.) erpersonal relationships. This lecture will discuss the role of communication climate nal relationships and the types of messages that contribute to confirming and climates. It will address the characteristics of nonassertive, directly aggressive, essive, indirect, and assertive communications. The differences between win-lose, mpromising, and win-win approaches to conflict resolution. (pg. 227-257, Chapter. ding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, etopics/ The student must attend the course at a minimum rate of 75%. • Alan Barker (2010), Improve Your Communication Skills, London, Kogan Page Limited • Adler, R., Rodman, G.(2021). Understanding Human Communication. N.Y & Oxford University Press. • The Power of Communication, Pearson Education, New Jersey					
10 11 12 13 14 15 16	attractivenes Understandin 2014.) Interpersonal relationships of every mess discussed. Di Understandin 2014.) Interpersonal tensions pres disclosing me Adler and Gee Improving int in interpersor disconfirming passive-aggre lose-lose, cor 7, Understand 2014.) Review of the Final Exam Prerequisites Literature References	g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the characteristics that distinguish interpersonal from impersonal ones will be explained. Also, the content and relational dimensions sage, the role of metacommunication in conveying relational messages will be mension of and influences of intimacy in relationships. (pg. 185-197, Chapter. 6, g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the stages of relationships and the dialectical ent in a relationship will be discussed. It will be identified the degree of selfationships and the functions this serves. Composing effective and appropriate essages. (pg. 197-225, Chapter. 6, Understanding Human Communication; Ronald Borge Rodman, Oxford Press, 2014.) Perpersonal relationships. This lecture will discuss the role of communication climate hal relationships and the types of messages that contribute to confirming and climates. It will address the characteristics of nonassertive, directly aggressive, essive, indirect, and assertive communications. The differences between win-lose, mpromising, and win-win approaches to conflict resolution. (pg. 227-257, Chapter. ding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, etopics/ The student must attend the course at a minimum rate of 75%. Alan Barker (2010), Improve Your Communication Skills, London, Kogan Page Limited Adler, R., Rodman, G. (2021). Understanding Human Communication. N.Y & Oxford University Press.					
10 11 12 13	attractivenes Understandin 2014.) Interpersonal relationships of every mess discussed. Di Understandin 2014.) Interpersonal tensions pres disclosure rel disclosing me Adler and Ged Improving int in interpersor disconfirming passive-aggre lose-lose, cor 7, Understand 2014.) Review of the Final Exam Prerequisites	g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the characteristics that distinguish interpersonal from impersonal ones will be explained. Also, the content and relational dimensions sage, the role of metacommunication in conveying relational messages will be mension of and influences of intimacy in relationships. (pg. 185-197, Chapter. 6, g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the stages of relationships and the dialectical ent in a relationship will be discussed. It will be identified the degree of selfationships and the functions this serves. Composing effective and appropriate essages. (pg. 197-225, Chapter. 6, Understanding Human Communication; Ronald Borge Rodman, Oxford Press, 2014.) Perpersonal relationships. This lecture will discuss the role of communication climate hal relationships and the types of messages that contribute to confirming and climates. It will address the characteristics of nonassertive, directly aggressive, essive, indirect, and assertive communications. The differences between win-lose, mpromising, and win-win approaches to conflict resolution. (pg. 227-257, Chapter. ding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, etopics/ The student must attend the course at a minimum rate of 75%. Alan Barker (2010), Improve Your Communication Skills, London, Kogan Page Limited Adler, R., Rodman, G. (2021). Understanding Human Communication. N.Y & Oxford University Press.					
10 11 12 13	attractivenes Understandin 2014.) Interpersonal relationships of every mess discussed. Di Understandin 2014.) Interpersonal tensions pres disclosure rel disclosing me Adler and Gee Improving int in interpersor disconfirming passive-aggre lose-lose, cor 7, Understand 2014.) Review of the Final Exam	communication. In this lecture the characteristics that distinguish interpersonal from impersonal ones will be explained. Also, the content and relational dimensions sage, the role of metacommunication in conveying relational messages will be mension of and influences of intimacy in relationships. (pg. 185-197, Chapter. 6, g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the stages of relationships and the dialectical ent in a relationship will be discussed. It will be identified the degree of selfationships and the functions this serves. Composing effective and appropriate essages. (pg. 197-225, Chapter. 6, Understanding Human Communication; Ronald B orge Rodman, Oxford Press, 2014.) erepersonal relationships. This lecture will discuss the role of communication climate and relationships and the types of messages that contribute to confirming and pclimates. It will address the characteristics of nonassertive, directly aggressive, essive, indirect, and assertive communications. The differences between win-lose, mpromising, and win-win approaches to conflict resolution. (pg. 227-257, Chapter. ding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, etopics/ The student must attend the course at a minimum rate of 75%. • Alan Barker (2010), Improve Your Communication Skills, London, Kogan Page Limited • Adler, R., Rodman, G. (2021). Understanding Human Communication. N.Y &					
10 11 12 13 14	attractivenes Understandin 2014.) Interpersonal relationships of every mess discussed. Di Understandin 2014.) Interpersonal tensions pres disclosure rel disclosing me Adler and Ger Improving int in interpersor disconfirming passive-aggre lose-lose, cor 7, Understand 2014.) Review of the	communication. In this lecture the characteristics that distinguish interpersonal from impersonal ones will be explained. Also, the content and relational dimensions sage, the role of metacommunication in conveying relational messages will be mension of and influences of intimacy in relationships. (pg. 185-197, Chapter. 6, g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the stages of relationships and the dialectical ent in a relationship will be discussed. It will be identified the degree of selfationships and the functions this serves. Composing effective and appropriate essages. (pg. 197-225, Chapter. 6, Understanding Human Communication; Ronald Borge Rodman, Oxford Press, 2014.) erpersonal relationships. This lecture will discuss the role of communication climate all relationships and the types of messages that contribute to confirming and compositive, indirect, and assertive communications. The differences between win-lose, mpromising, and win-win approaches to conflict resolution. (pg. 227-257, Chapter. ding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, etopics/					
10 11 12 13	attractivenes Understandin 2014.) Interpersonal relationships of every mess discussed. Di Understandin 2014.) Interpersonal tensions pres disclosure rel disclosing me Adler and Ger Improving int in interpersor disconfirming passive-aggre lose-lose, cor 7, Understand 2014.) Review of the	communication. In this lecture the characteristics that distinguish interpersonal from impersonal ones will be explained. Also, the content and relational dimensions sage, the role of metacommunication in conveying relational messages will be mension of and influences of intimacy in relationships. (pg. 185-197, Chapter. 6, g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the stages of relationships and the dialectical ent in a relationship will be discussed. It will be identified the degree of selfationships and the functions this serves. Composing effective and appropriate essages. (pg. 197-225, Chapter. 6, Understanding Human Communication; Ronald Borge Rodman, Oxford Press, 2014.) erpersonal relationships. This lecture will discuss the role of communication climate and relationships and the types of messages that contribute to confirming and climates. It will address the characteristics of nonassertive, directly aggressive, essive, indirect, and assertive communications. The differences between win-lose, mpromising, and win-win approaches to conflict resolution. (pg. 227-257, Chapter. ding Human Communication; Ronald B. Adler and George Rodman, Oxford Press,					
10 11 12 13	attractivenes Understandin 2014.) Interpersonal relationships of every mess discussed. Di Understandin 2014.) Interpersonal tensions pres disclosure rel disclosing me Adler and Ger Improving int in interpersor disconfirming passive-aggre lose-lose, cor 7, Understand 2014.)	communication. In this lecture the characteristics that distinguish interpersonal from impersonal ones will be explained. Also, the content and relational dimensions age, the role of metacommunication in conveying relational messages will be mension of and influences of intimacy in relationships. (pg. 185-197, Chapter. 6, g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the stages of relationships and the dialectical ent in a relationship will be discussed. It will be identified the degree of selfationships and the functions this serves. Composing effective and appropriate essages. (pg. 197-225, Chapter. 6, Understanding Human Communication; Ronald Borge Rodman, Oxford Press, 2014.) erpersonal relationships. This lecture will discuss the role of communication climate and relationships and the types of messages that contribute to confirming and climates. It will address the characteristics of nonassertive, directly aggressive, essive, indirect, and assertive communications. The differences between win-lose, mpromising, and win-win approaches to conflict resolution. (pg. 227-257, Chapter. ding Human Communication; Ronald B. Adler and George Rodman, Oxford Press,					
10 11 12	attractivenes Understandin 2014.) Interpersonal relationships of every mess discussed. Di Understandin 2014.) Interpersonal tensions pres disclosure rel disclosing me Adler and Ger Improving int in interpersor disconfirming passive-aggre lose-lose, cor 7, Understandin	communication. In this lecture the characteristics that distinguish interpersonal from impersonal ones will be explained. Also, the content and relational dimensions sage, the role of metacommunication in conveying relational messages will be mension of and influences of intimacy in relationships. (pg. 185-197, Chapter. 6, g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the stages of relationships and the dialectical tent in a relationship will be discussed. It will be identified the degree of selfationships and the functions this serves. Composing effective and appropriate essages. (pg. 197-225, Chapter. 6, Understanding Human Communication; Ronald Borge Rodman, Oxford Press, 2014.) The repersonal relationships. This lecture will discuss the role of communication climaterial relationships and the types of messages that contribute to confirming and polimates. It will address the characteristics of nonassertive, directly aggressive, essive, indirect, and assertive communications. The differences between win-lose, mpromising, and win-win approaches to conflict resolution. (pg. 227-257, Chapter.					
10	attractivenes Understandin 2014.) Interpersonal relationships of every mess discussed. Di Understandin 2014.) Interpersonal tensions pres disclosure rel disclosing me Adler and Ger	g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the characteristics that distinguish interpersonal from impersonal ones will be explained. Also, the content and relational dimension sage, the role of metacommunication in conveying relational messages will be mension of and influences of intimacy in relationships. (pg. 185-197, Chapter. 6, g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the stages of relationships and the dialectical tent in a relationship will be discussed. It will be identified the degree of selfationships and the functions this serves. Composing effective and appropriate essages. (pg. 197-225, Chapter. 6, Understanding Human Communication; Ronald Ecorge Rodman, Oxford Press, 2014.)					
10	attractivenes Understandin 2014.) Interpersonal relationships of every mesi discussed. Di Understandin	g Human Communication; Ronald B. Adler and George Rodman, Oxford Press, communication. In this lecture the characteristics that distinguish interpersonal from impersonal ones will be explained. Also, the content and relational dimension sage, the role of metacommunication in conveying relational messages will be mension of and influences of intimacy in relationships. (pg. 185-197, Chapter. 6,					
10	attractivenes Understandin						
		Nonverbal communication. This lecture will discuss the types of nonverbal communication including: posture and gesture, face and eyes, voice, touch, physical appearance and attractiveness, distance and territory, time, physical environment. (pg. 167-184, Chapter. 5, Understanding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, 2014.)					
9	and the differ gender influe serve and sho	Nonverbal communication. This lecture identifies the characteristics of nonverbal communication and the differences between verbal and nonverbal communication. It will explain how culture and gender influence nonverbal communication. The many functions nonverbal communication can serve and shows how nonverbal messages relate to verbal ones. (pg. 154-167, Chapter. 5, Understanding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, 2014.)					
	oriented, acti of listening; i	Listening. This lecture will discuss several personal listening styles: content-oriented, people-oriented, action oriented, and time-oriented. The chapter will continue by examining three types of listening; informational listening, critical listening and empathic listening. (pg. 127-151, Chapter. 4, Understanding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, 2014.)					
8	Midterm Exar	Midterm Exam					
7	five compone 116-126, Cha	Listening. This lecture will clarify the most common misconceptions about listening. It will discuss five components of the listening process and the most common types of ineffective listening. (pg 116-126, Chapter. 4, Understanding Human Communication; Ronald B. Adler and George Rodman, Oxford Press, 2014.)					

Course Evaluation							
In-term Studies	Quantity	Percentage					
Midterms		1	40				
Quizzes		0	0				
Projects		0	0				
Term Projects		0	0				
Laboratory		0	0				
Class Participation		1	10				
Total in-term evaluation percent							
Final exam percent							
Total							
ECTS Workload (Based on Student Workload)							
Activities	Quantity	Duration (hours)	Total (hours)				
Course duration (Including the exam week: 16x Total hours of the course)	16	3	48				
Study hours outside the classroom (Preparation, Practice, etc.)	14	3	42				
Duties	0	0	0				
Midterms	1	4	4				
Final Exam	1	6	6				
Other	0	0	0				
Total Work Load							
Total Work Load / 25 (hours)							
ECTS							