

Communications skills are fundamental to all students' lives because, man is a social being and most people spend most of their time communicating in different ways. These includes oral, non-verbal, written and interpersonal. Successful university students have one characteristic that they all share i.e. they are good in communication skills. The ability to skilfully interact with other persons is grounded in a person's unwavering skills in the different forms of communication. It is, therefore important for students to appreciate and develop good communication skills. This course book takes the students through a step by step process of:

- ✓ Understanding communication
- ✓ Theories of communication
- ✓ Appreciating the need for communication
- ✓ Honing writing skills
- ✓ Functional writing
- ✓ Library skills etc.

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COMMUNICATION SKILLS- A UNIVERSITY COURSE BOOK

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Foreword

This textbook has been designed to guide students who are studying Communication during the first semester of the first year. Communications skills are fundamental to all people's lives because, man is a social being and most people spend most of their time communicating in different ways. These include oral, non-verbal, written and interpersonal. Most successful people have one characteristic that they all share i.e. they are good at interacting with other people in different circumstances. The ability to skilfully interact with other persons is grounded in a person's unwavering skills in the different forms of communication. It is, therefore important for students to appreciate and develop good communication skills. This handbook takes the students through a step by step process of:

- ✓ Understanding communication
- ✓ Theories of communication
- ✓ Appreciating the need for communication,
- ✓ the different forms of communication,
- ✓ the different contexts in which they will be expected to communicate ,
- ✓ influence of technological advancement on communication

This book thus aims at equipping the reader with the principles and skills that are needed for communication in a person's academic, work and business life (written and verbal).

In colleges and universities, learners are expected to communicate in an academic manner through assignments (essays or reports), tests, oral presentations and examinations. Unfortunately, most students have poor communication skills. Thus, handbook aims at guiding students to improve their communication skills which are critical for success in both academic and business lives.

The intention of the Communication Skills course and this textbook is to provide students new to tertiary education, with the prerequisite language skills required to excel in the higher education and Business environment. This book of communication skills will assist university students in the following ways to:

- Understand communication as a process
- Learn how to referencing techniques
- Enrich us with some theories of communication
- Develop and improve our writing skills
- use study techniques to process and use the information and skills taught in other courses at university
- understand the different types of libraries, their use and functions
- Listen actively
- Create accurate comprehensive and accurate notes;
- Read books and resources and retain the information garnered therein.
- Express ourselves clearly using the written word;
- Learn the skills on how to tackle examinations.

Rosaline G.K