

KENYA SCHOOL OF LAW

CPTP 101: COMMUNICATION SKILLS

COURSE OUTLINE

Instructor's contact:

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Instruction hours: 30 hours

COURSE DESCRIPTION

The main objective of this course is to equip the student with necessary skills in effective communication.

Expected Learning Outcomes:

By the end of the course the students should be able to:

- 1) Identify the various types of communication
- 2) Discuss factors that affect communication
- 3) Communicate effectively.

COURSE METHOD

Instructions will be conveyed in two methods. The Socratic method of teaching will be used to introduce concepts in each topic covered. Thereafter the experiential method of learning (learning by doing) will be utilised to build on the skill set necessary for effective communication.

Exercises will be given to the class after every lecture, which must be discussed and finalised at group meetings. Students must be ready to present their work for discussion the following week. Any member of a group may be picked on by the instructor to make the presentation on behalf of the group.

CLASS ATTENDANCE

Attendance and participation of a student at lectures is required. Participation consists of more than mere attendance. Actual participation occurs when you:

- Show you have prepared by reading and thinking about assigned material.
- Show you understand or are trying to understand the course concepts and principles.
- Ask questions and build on other students' contributions.
- Exhibit willingness to experiment with new skills.

COURSE ASSESSMENT

1. Continuous Assessment shall include examination, assignments, projects, practical work among others, shall be administered to students. This shall constitute 30% of the total marks in a given course.
2. A final examination shall be administered at the end of the Term and shall constitute 70% of the total marks.
3. The pass mark for a course unit shall be 50%.

CORE READING MATERIALS

- Bryan Garner, *Legal Writing in Plain English (2nd edition)* 2013, University of Chicago
- Richard Wydick, *Plain English for Lawyers* (2011).
- Wilkie Hellen, *Communication and Writing for Paralegals*, 2018, Emond Publishing, 2018
- Robin Wellford, *Legal Reasoning, Writing and Persuasive Argument* (2001)
- The Lawyers English Course Book-TOLES Legal

RECOMMENDED TEXTS

- Carolyn Maughan & Julian Webb, *Lawyering Skills and the Legal Process* (2005) Cambridge University
- Bryan Garner, *Black's Law Dictionary, 10th edition* (2013)

COURSE CONTENT

WEEK 1

Introduction to communications skills

- Meaning of Communication
- Types of communication
- Basic principles of communication
- Purpose for communication
- Language skills
- Classification of language skills

WEEK 2

Elements of communication

- Body language
- Verbal and Non-verbal Cues
- Principles of body language and non verbal cues.
- Function of Non- verbal communication

WEEK 3 &4

Effective communication

- The elements of effective Communication
- The communication process
- Types of communication
- Barriers of effective communication

WEEK 5

Listening and speaking skills

- Listening and speaking strategies
- Common barriers to listening and speaking

WEEK 6

Active and Passive Voice

- Distinguish Active and Passive voice
- Applying active and passive voice in communication

WEEK 7

Gender Neutral Language

- The guidelines and use of Gender Neutral language
- Application of Gender Neutral Language

WEEK 8

Building confidence and identifying your own strength in communication (Role plays and group presentations)

WEEK 9

Managing conversations more effectively