

COM-100 is a practical approach to the study of the communication process, i.e., the principles of the preparation, delivery, and evaluation of oral presentations and the dynamics of interpersonal and intrapersonal relationships. The most effective use of the voice and body in communicating is emphasized. The course work will include an audience analysis, student preparations of various types of speeches, group discussions, student reactions to all presentations, and two written tests.

Final grades will be calculated on the basis of:

- Speeches/Outlines & Bibliography/Communication Projects 50 %
 - (Informative with Audio-Visual Aid 20%)
 - (Persuasive with Works Cited 20%)
 - (Group Discussions 10%)
- Written exams 20%
- Class assignments/Participation. 20%
- Rhetorical Analysis 05%
- Intrapersonal Project 05%