A University Course in

ACADEMIC COMMUNICATION SKILLS

(Resource Book)

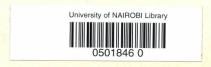
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INTRODUCTION

Background to the Course

A University Course in Academic Communication Skills was written by the members of the Communication Skills Project in consultation with the staff of the four universities. The Communication Skills Project was established as a result of an agreement between the Governments of Britain and Kenya in October, 1988, whereby the project would be funded by ODA and administered by the The British Council. The project was to provide support to the universities in Kenya for the setting up of a Communication Skills Course for the 8-4-4 students who would be entering the universities for the academic year 1990 - 1991. The main objectives of the project were the training of staff and the preparation of suitable teaching materials.

Purpose of Course

The purpose of the course is to improve the communication skills of students so that they can cope efficiently with their studies. The course focuses on the learning of the following skills: library skills, study skills, reading and note-making skills, listening and note-taking skills, the interpretation of tables and graphs, and writing skills.

Content of Course

A University Course in Academic Communication Skills has been written as a textbook for the Communication Skills Course which is to be taught to all 8-4-4 students at university in Kenya in their first year. It consists of the following:

- 1. Workbook
- 2. Resource Book
- 3. Lecturer's Guide

The Workbook contains learning activities and space for written answers. The Resource Book, which is an integral part of the course and which must be used in conjunction with the Workbook, contains reading texts and references on which the activities in the Workbook are based. The Lecturer's Guide suggests ways in which the course can be taught most effectively.

The course is divided into 5 units, each of which represents an integrated study cycle with listening and reading inputs based on a theme of general interest and relevance to Kenya. At the beginning of each unit there is a major task which provides an overall purpose for the work of the unit and which culminates in a writing activity at the end of the unit.