

课程详述

COURSE SPECIFICATION

以下课程信息可能根据实际授课需要或在课程优化之后产生变动。如对课程有任何疑问，请联系授课教师。

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1.	课程名称 Course Title	沟通技巧 Communication Skills
2.	授课院系 Originating Department	语言中心 Centre for Language Education
3.	课程编号 Course Code	GEL006
4.	课程学分 Credit Value	2
5.	课程类别 Course Type	通识选修课程 General Education (GE) Elective Courses
6.	授课学期 Semester	春季 Spring / 夏季 Summer / 秋季 Fall
7.	授课语言 Teaching Language	英文 English
8.	授课教师、所属学系、联系方式 (如属团队授课, 请列明其他授课教师) Instructor(s), Affiliation & Contact (For team teaching, please list all instructors)	徐嗣群, 语言中心, xusq@sustech.edu.cn
9.	实验员/助教、所属学系、联系方式 Tutor/TA(s), Contact	无 NA
10.	选课人数限额(可不填) Maximum Enrolment (Optional)	

11. 授课方式 Delivery Method	讲授 Lectures	习题/辅导/讨论 Tutorials	实验/实习 Lab/Practical	其它(请具体注明) Other (Please specify)	总学时 Total
学时数 Credit Hours	32	0	0	0	32
12. 先修课程、其它学习要求 Pre-requisites or Other Academic Requirements	CLE030 EAP				
13. 后续课程、其它学习规划 Courses for which this course is a pre-requisite	无 N/A				
14. 其它要求修读本课程的学系 Cross-listing Dept.	无 N/A				

教学大纲及教学日历 SYLLABUS

15. 教学目标 Course Objectives

《沟通技巧》课程是面向全校各专业学生的通识选修课程。本课程旨在帮助学生掌握有效沟通的基本知识和基本原理，并能够将所学到的基本知识和基本原理在实践中融会贯通地加以运用，特别是帮助学生掌握和运用基本的沟通技能，成为一个出色的沟通者。

The course Communication Skills is one of the Specialized Direction Courses for students in various majors and is conducted in bilingual languages. The course mainly introduces the fundamental concepts and principles of communication in the context of internationalization. The main contents of the course are the foundations of successful communication, and application of three-step writing process on letters, memos, e-mail and other brief messages. Meanwhile, it applies the methods on how to prepare reports, oral presentations and employment messages and interview for job.

16. 预达学习成果 Learning Outcomes

学生们通过本课程的学习，能够在工作中熟练运用各种沟通方法和沟通工具，进行有效的沟通，能够理解在国际化背景下沟通活动应遵循的基础理论和原理；了解并能深刻认识在国际化背景下有效沟通的当代议题；熟悉并掌握各种沟通的技能，提升运用英语获取专业知识的能力和从事有效沟通活动的的能力。

This course is an all-important specialty basic course for students who are majoring in various majors. After learning the course, students could master communication norms of all kinds of activities, learn the fundamental requirements of communication in the context of internationalization, and enhance their capability of interpersonal communication.

17. 课程内容及教学日历（如授课语言以英文为主，则课程内容介绍可以用英文；如团队教学或模块教学，教学日历须注明主讲人）

Course Contents (in Parts/Chapters/Sections/Weeks. Please notify name of instructor for course section(s), if this is a team teaching or module course.)

Course Agenda

Week	Main Topic
1	Course Orientation Introduction to Communication Skills
2	Communication process
3	Self, perception, and communication
4	Communication in academic setting (1)
5	Communication in academic setting (2)
6	Verbal communication
7	Communication styles
8	QUIZ (Catch-up Week)
9	Listening
10	Non-verbal communication
11	Conflict management
12	Communicating Across Cultures
13	Communicating Successfully through Technology
14	Ten Top Tips for Speaking Face to Face
15	Ten Essential Tips for Effective Communication
16	Final Review and assessment

18. 教材及其它参考资料 **Textbook and Supplementary Readings**

No designated textbook, but use journal articles and book chapters collectively.

课程评估 ASSESSMENT

19. 评估形式 Type of Assessment	评估时间 Time	占考试总成绩百分比 % of final score	违纪处罚 Penalty	备注 Notes
出勤 Attendance		10%		
课堂表现 Class Performance		30%		
小测验 Quiz		20%		
课程项目 Projects				
平时作业 Assignments		20%		
期中考试 Mid-Term Test				
期末考试 Final Exam				
期末报告 Final Presentation		20%		
其它（可根据需要 改写以上评估方 式） Others (The above may be modified as necessary)				

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20. 记分方式 GRADING SYSTEM

A. 十三级等级制 Letter Grading
 B. 二级记分制（通过/不通过） Pass/Fail Grading

课程审批 REVIEW AND APPROVAL

21. 本课程设置已经过以下责任人/委员会审议通过
This Course has been approved by the following person or committee of authority

语言中心 Centre for Language Education

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