



Jordan University of Science and Technology
Faculty of Engineering
Chemical Engineering Department

ChE 303: Communication Skills

2 credit hour, 2 contact hour lecture, 2 credit hour skills

Instructor

Instructor: Eng. Salaheddin Abu Yahya

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Textbooks & References

A. Textbook

	Textbook 1
Title	Technical Writing and Professional Communication for Nonnative Speakers of English
Author(s)	Thomas N. Huckin and Leslie A. Olsen
Publisher	McGraw-Hill, Inc
Year	1991
Edition	2 nd Edition

B. References

Books:

- 1) Shockley-Zalabak, Pamela (2009). Fundamentals of Organizational Communication; Knowledge, Sensitivity, Skills, Values, 7 th ed, Pearson Education, Inc.
- 2) Andrzej A. Huczynski and David A Buchanan (2007). Organizational Behavior, 6 th ed, FT Prentice Hall

Journals

- 1) <http://www.ijee.dit.ie> International Journal of Engineering Education
- 2) <http://www.eng.monash.edu.au/uicee/gjee/> Global Journal of Engineering Education

Internet links

- 1) <http://www.khake.com/page66.html>
- 2) <http://www.flame.org/~cdoswell/communication.html>
- 3) <http://www.ndt-ed.org/TeachingResources/ClassroomTips/Communication.htm>

Specific Course Information

A. Course Catalog:

Communication skills are essential to a successful career in Engineering. This Communication Course for Engineering Students is designed to introduce you to written and oral communications in Engineering. Students will work on realistic contextualized tasks with the aim of developing communication strategies necessary to meet the academic and entry-level professional requirements in Engineering.

B. Prerequisites or co-requisites

LG 112

C. Required/Elective or Selected Elective

Required

Objectives and Outcomes*

1. Define and analyze a writing or speaking situation [3]
2. Develop a logical, clear response to that situation. [3]
3. Write and present orally a response that is comprehensible to, and suitable for, a specific audience. [5,7]
4. Work effectively as a part of a team [5]
5. Explain how to express and share experience, knowledge, ideas and thoughts in an effective manner for the common benefit of the society [5.7]

Contribution of Course to Meeting the Professional Component

Relationship to Student Outcomes (%)

1	2	3	4	5	6	7
		40		30		30

Relationship to Chemical Engineering Program Objectives

PEO1	PEO2	PEO3	PEO4	PEO5	PEO6
Y	Y	Y	-	-	-

Topics Covered

1. Introduction to Communication skills for Engineers: Written, Verbal and Nonverbal communication
2. Essential academic writing information (Referencing, Citation and Word Microsoft skills)
3. Academic and Technical Writing
 - Essay writing
 - Report writing,
 - CV and Cover letter writing
 - Emails, Memos and Job Letters writing.
4. Verbal Communications: Presentation skills
5. Non-Verbal Communication
6. Listening skills

Evaluation

Evaluation		
Assessment Tool	Expected Due Date	Weight
Mid Term Exam	According to the department schedule	15%
Term project	As assigned by instructor (see below)	25%
Assignments	Five assignments will be assigned to the students by the end of each subject.	15 %
Performance and attendance		5 %
Final Exam	According to the University final examination schedule	40 %

* Number in brackets refer to the Program outcomes