

***NATIONAL BOARD FOR TECHNICAL EDUCATION***

**Communication Skills**

**For**

**IEI**

**CURRICULUM AND COURSE SPECIFICATIONS**

***2007***

***PLOT 'B' BIDA ROAD, P.M.B. 2239, KADUNA – NIGERIA***

<b>PROGRAMME</b>	<b>:</b>	<b>NATIONAL INNOVATION ENTERPRISE DIPLOMA</b>
<b>COURSE</b>	<b>:</b>	<b>BUSINESS CORRESPONDENCE</b>
<b>CODE</b>	<b>:</b>	<b>CSK 401</b>
<b>DURATION</b>	<b>:</b>	<b>ONE SEMESTER</b>
<b>UNITS</b>	<b>:</b>	<b>2</b>
<b>GOAL</b>	<b>:</b>	<b>This course is designed to enable the trainee write business letters properly.</b>

**GENERAL OBJECTIVES: On completion of this course the trainee should:**

- 1.0 Know the components of a business letter.**
- 2.0 Know how to write business correspondences.**

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<b>PROGRAMME: ENGLISH FOR VEI</b>						
<b>Course: Business Correspondence</b>		<b>COURSE CODE: CSK 401</b>	<b>CONTACT HOURS: 2hrs/week</b>			
<b>Theoretical content</b>				<b>Practical Content</b>		
<b>General Objective: 1.0 Know the components of a business letter.</b>				<b>General Objective :</b>		
<b>WEEK</b>	<b>Specific Learning Outcome</b>	<b>Teacher’s Activities</b>	<b>Learning Resources</b>	<b>Specific Learning objective</b>	<b>Teachers Activities</b>	<b>Learning Resources</b>
1	1.1 Define a business letter.	<ul style="list-style-type: none"> <li>Show samples</li> </ul>				
2	1.2 Explain the components of a business letter.	<ul style="list-style-type: none"> <li>Show samples.</li> </ul>		1.1 Write the different components of a business letter.	<ul style="list-style-type: none"> <li>Guide trainees</li> </ul>	
3	1.3 Describe different types of business correspondence.	<ul style="list-style-type: none"> <li>Show different types of correspondences.</li> </ul>		1.2 Differentiate between different types of business correspondence.	<ul style="list-style-type: none"> <li>Guide trainees</li> </ul>	
<b>General Objective:</b>				<b>General Objective: 2.0 Know how to write business correspondences.</b>		
<b>WEEK</b>	<b>Specific Learning Outcome</b>	<b>Teacher’s Activities</b>	<b>Learning Resources</b>	<b>Specific Learning objective</b>	<b>Teachers Activities</b>	<b>Learning Resources</b>
4-6	2.1 Explain a portfolio of a correspondence.	<ul style="list-style-type: none"> <li>Show trainees a portfolio of correspondence.</li> </ul>				
7-10	2.2 Explain the presentation techniques of different types of correspondence.	<ul style="list-style-type: none"> <li>Show trainees different presentation techniques.</li> </ul>		2.2 Prepare a portfolio of correspondence using different presentation techniques, e.g. appointments, queries, etc.	<ul style="list-style-type: none"> <li>Guide trainees in preparation of portfolio.</li> </ul>	

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11	2.3 Explain a memo.	<ul style="list-style-type: none"><li>• Show sample memo.</li></ul>		2.3 Write a memo	<ul style="list-style-type: none"><li>• Guide trainees</li></ul>	
12	2.4 Explain a brief.	<ul style="list-style-type: none"><li>• Show sample brief</li></ul>		2.4 Write a brief.	<ul style="list-style-type: none"><li>• Guide trainees</li></ul>	
	2.5 Differentiate between a memo and a brief.	<ul style="list-style-type: none"><li>• Explain the differences.</li></ul>				

<b>PROGRAMME</b>	<b>:</b>	<b>NATIONAL INNOVATION ENTERPRISE DIPLOMA</b>
<b>COURSE</b>	<b>:</b>	<b>INVESTIGATIVE REPORTS</b>
<b>CODE</b>	<b>:</b>	<b>CSK 402</b>
<b>DURATION</b>	<b>:</b>	<b>ONE SEMESTER</b>
<b>UNITS</b>	<b>:</b>	<b>2</b>
<b>GOAL</b>	<b>:</b>	<b>This course is designed to equip the trainee with skills and competencies for writing and analyzing investigative reports.</b>

**GENERAL OBJECTIVES:** On completion of this course the trainee should:

- 1.0 Know how to apply logic in writing a report.**
- 2.0 Know how to write a good investigative report.**

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<b>PROGRAMME: ENGLISH FOR VEI</b>						
<b>Course: Investigative Reports</b>		<b>COURSE CODE: CSK 402</b>		<b>CONTACT HOURS: 2hrs/week</b>		
<b>Theoretical content</b>				<b>Practical Content</b>		
<b>General Objective: 1.0 Know how to apply logic in writing a report.</b>				<b>General Objective :</b>		
<b>WEEK</b>	<b>Specific Learning Outcome</b>	<b>Teacher’s Activities</b>	<b>Learning Resources</b>	<b>Specific Learning objective</b>	<b>Teachers Activities</b>	<b>Learning Resources</b>
1	1.1 Explain logic.	<ul style="list-style-type: none"> <li>• Give examples of sound logic.</li> </ul>		1.3 Give examples of fallacies in logic.	<ul style="list-style-type: none"> <li>• Guide trainees</li> </ul>	
2	1.2 Define a report.	<ul style="list-style-type: none"> <li>• Explain reports.</li> </ul>		1.4 State the uses of a report.	<ul style="list-style-type: none"> <li>• Guide trainees</li> </ul>	
3-4	1.3 Explain types of reports.	<ul style="list-style-type: none"> <li>• Show different types of reports.</li> </ul>		1.5 Explain the characteristics of each type of report.	<ul style="list-style-type: none"> <li>• Guide trainees</li> </ul>	
5	1.4 Relate logic to presentation.	<ul style="list-style-type: none"> <li>• Show the need for logic in presentation.</li> </ul>		1.6 Explain the need for logic in presentation.	<ul style="list-style-type: none"> <li>• Guide trainees</li> </ul>	
6	1.7 Relate logic to report writing.	<ul style="list-style-type: none"> <li>• Guide trainees</li> </ul>		1.5 Describe the flaws in a report that lacks logic.	<ul style="list-style-type: none"> <li>• Provide sample of a poor report.</li> </ul>	
7	1.8 Enumerate the uses of reports.	<ul style="list-style-type: none"> <li>• Guide trainees</li> </ul>		1.6 Explain the circumstances which make reports necessary.		

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8	1.9 List the characteristics of a good report.	<ul style="list-style-type: none"> <li>• Guide trainees</li> </ul>		1.7 Describe the strong points in a given report.	<ul style="list-style-type: none"> <li>• Provide sample report.</li> </ul>	
<b>General Objective:</b>				<b>General Objective: 2.0 Know how to write a investigative report.</b>		
9-12	2.1 Outline the stages of writing a good report.			2.1 Write samples of the five components of a good report. 2.2 Write investigative reports on given issues.	<ul style="list-style-type: none"> <li>• Guide trainees</li> </ul>	

<b>PROGRAMME</b>	<b>:</b>	<b>NATIONAL INNOVATION ENTERPRISE DIPLOMA</b>
<b>COURSE</b>	<b>:</b>	<b>BASICS OF COMMUNICATION</b>
<b>CODE</b>	<b>:</b>	<b>CSK 501</b>
<b>DURATION</b>	<b>:</b>	<b>ONE SEMESTER</b>
<b>UNITS</b>	<b>:</b>	<b>2</b>
<b>GOAL</b>	<b>:</b>	<b>This course is designed to equip the trainee with a rudimentary knowledge of communication.</b>

**GENERAL OBJECTIVES:** On completion of this course the trainee should:

- 1.0 Know different methods of communication.**
- 2.0 Know the directions of communication flow.**
- 3.0 Know the barriers to effective communication.**
- 4.0 Know how to communicate in different fora.**



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<b>PROGRAMME: ENGLISH FOR VEI</b>						
<b>Course: Basic of Communication</b>		<b>COURSE CODE:</b> <b>CSK 501</b>	<b>CONTACT HOURS: 2hrs/week</b>			
<b>Theoretical content</b>				<b>Practical Content</b>		
<b>General Objective: 1.0 Know different methods of communication.</b>				<b>General Objective :</b>		
<b>WEEK</b>	<b>Specific Learning Outcome</b>	<b>Teacher’s Activities</b>	<b>Learning Resources</b>	<b>Specific Learning objective</b>	<b>Teachers Activities</b>	<b>Learning Resources</b>
1	1.1 Define communication.	<ul style="list-style-type: none"> <li>Analyze the concept to trainees.</li> </ul>		1.1 Analyze the communication process.	<ul style="list-style-type: none"> <li>Facilitate the analysis.</li> </ul>	
2	1.2 Explain the different methods of communication.	<ul style="list-style-type: none"> <li>Analyze the methods to trainees.</li> </ul>		1.2 Classify oral, written and non-verbal communication.	<ul style="list-style-type: none"> <li>Provide guidance</li> </ul>	
				1.3 Demonstrate non-verbal communication in given hypothetical situations.	<ul style="list-style-type: none"> <li>Provide guidance</li> </ul>	
<b>General Objective: 2.0 Know the directions of communication flow.</b>				<b>General Objective:</b>		
<b>WEEK</b>	<b>Specific Learning Outcome</b>	<b>Teacher’s Activities</b>	<b>Learning Resources</b>	<b>Specific Learning objective</b>	<b>Teachers Activities</b>	<b>Learning Resources</b>
3	2.1 Explain the directions of communication.	<ul style="list-style-type: none"> <li>Analyze the concepts to trainees.</li> </ul>		2.1 Describe internal and external communication using real-life situations.	<ul style="list-style-type: none"> <li>Guide trainees</li> </ul>	<ul style="list-style-type: none"> <li>Communication flow chart</li> </ul>
4	2.2 Classify communication variables.	<ul style="list-style-type: none"> <li>Analyze the concepts to</li> </ul>		2.3 Describe how content, source, channel, etc affect	<ul style="list-style-type: none"> <li>Guide trainees</li> </ul>	

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		trainees.		communication.		
	<b>General Objective: 3.0 Know the barriers to effective communication.</b>			<b>General Objective:</b>		
<b>WEEK</b>	<b>Specific Learning Outcome</b>	<b>Teacher’s Activities</b>	<b>Learning Resources</b>	<b>Specific Learning objective</b>	<b>Teachers Activities</b>	<b>Learning Resources</b>
5	3.1 Explain the barriers to effective communication.	<ul style="list-style-type: none"> <li>Analyze the barriers.</li> </ul>		3.1 Describe the barriers in given hypothetical situations.	<ul style="list-style-type: none"> <li>Give guidance</li> </ul>	
6	3.2 Explain the impact of certain variables on communication.	<ul style="list-style-type: none"> <li>Provide guidance</li> </ul>		3.2 Describe how status, environment, power, etc affect communication.	<ul style="list-style-type: none"> <li>Give analysis</li> </ul>	
	<b>General Objective:</b>			<b>General Objective: 4.0 Know how to communicate in different fora.</b>		
<b>WEEK</b>	<b>Specific Learning Outcome</b>	<b>Teacher’s Activities</b>	<b>Learning Resources</b>	<b>Specific Learning objective</b>	<b>Teachers Activities</b>	<b>Learning Resources</b>
7-12	4.1 Explain the procedure for communicating in debates, meetings, seminars, and conferences.	<ul style="list-style-type: none"> <li>Analyze the procedures for trainees.</li> </ul>		4.1 Hold debates, meetings, seminars and conferences on given topics and issues.	<ul style="list-style-type: none"> <li>Provide guidance for trainees.</li> </ul>	

<b>PROGRAMME</b>	<b>:</b>	<b>NATIONAL INNOVATION ENTERPRISE DIPLOMA</b>
<b>COURSE</b>	<b>:</b>	<b>PROJECT REPORTS</b>
<b>CODE</b>	<b>:</b>	<b>CSK 502</b>
<b>DURATION</b>	<b>:</b>	<b>ONE SEMESTER</b>
<b>UNITS</b>	<b>:</b>	<b>2</b>
<b>GOAL</b>	<b>:</b>	<b>This course is designed to teach the trainee the techniques of project report writing.</b>

**GENERAL OBJECTIVES: On completion of this course the trainee should:**

- 1.0 Know the essentials of a project report.**
- 2.0 Know how to write a good project report.**

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<b>PROGRAMME: ENGLISH FOR VEI</b>						
<b>Course: Project Reports</b>		<b>COURSE CODE: CSK 502</b>	<b>CONTACT HOURS: 2hrs/week</b>			
<b>Theoretical content</b>			<b>Practical Content</b>			
<b>General Objective: 1.0 Know the essentials of a project report.</b>			<b>General Objective :</b>			
<b>WEEK</b>	<b>Specific Learning Outcome</b>	<b>Teacher’s Activities</b>	<b>Learning Resources</b>	<b>Specific Learning objective</b>	<b>Teachers Activities</b>	<b>Learning Resources</b>
1	1.1 Define a project report.					
	1.2 Explain the characteristics of a project report.	<ul style="list-style-type: none"> <li>• Provide a sample report for guidance</li> </ul>				
2-3	1.3 Explain methods of gathering data from primary, secondary and tertiary sources.	<ul style="list-style-type: none"> <li>• Analyze methods and sources.</li> </ul>				
4	1.4 Explain the procedure for writing a project report.	<ul style="list-style-type: none"> <li>• Outline the procedure.</li> </ul>				
<b>General Objective:</b>				<b>General Objective: 2.0 Know how to write a good project report.</b>		
<b>WEEK</b>	<b>Specific Learning Outcome</b>	<b>Teacher’s Activities</b>	<b>Learning Resources</b>	<b>Specific Learning objective</b>	<b>Teachers Activities</b>	<b>Learning Resources</b>
5				2.1 Select a suitable topic for a project report.	<ul style="list-style-type: none"> <li>• Provide guidance for trainees.</li> </ul>	
6				2.2 Use reference materials to gather data.		

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7				2.3 Use appropriate citation and documentation styles, e.g. APA, MLA, etc.	<ul style="list-style-type: none"> <li>• Provide suitable samples</li> </ul>	
8				2.4 Write an outline of a project report using appropriate numbering, ranking and phrasing.	<ul style="list-style-type: none"> <li>• Provide guidance for trainees.</li> </ul>	
9-12				2.5 Write a good project report.	<ul style="list-style-type: none"> <li>• Provide guidance for trainees.</li> </ul>	

## **CRITIQUE WORKSHOP PARTICIPANTS**

- |                                 |            |   |
|---------------------------------|------------|---|
| 1. MR. AN. ONYECHEFUNA          | (CHAIRMAN) | DEPT OF GENERAL STUDIES,<br>FEDERAL POLYTECHNIC, IDAH             |
| 2. MAL. MADU MOHAMMED           |            | FEDERAL COLLEGE OF EDUCATION<br>(TECHNICAL) POTISKUM              |
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| 6. MRS. TERRY ADEDIBU           |            | FEDERAL MINISTRY OF EDUCATION, ABUJA                              |
| 7. ENGR. DR. NURU A YAKUBU, OON |            | EXECUTIVE SECRETARY, NBTE, KADUNA                                 |
| 8. DR. M S ABUBAKAR             |            | DIRECTOR (PROGRAMMES), NBTE, KADUNA                               |
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| 12. MRS. E. K. DANIEL           |            | NBTE, KADUNA  |