



**KENYA SCHOOL OF LAW  
PARALEGAL TRAINING PROGRAMME  
(Academic Year 2022-2023)**

**COURSE OUTLINE CPTP 101: COMMUNICATION SKILLS**

**COURSE INSTRUCTOR**

Ms Christine Kungu  
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**INSTRUCTION HOURS:**

Wednesday

**CONSULTATION:**

On Appointment

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**A: INTRODUCTION**

The Course is aimed at equipping the student with necessary skills and tools to communicate effectively. Knowing how to communicate, listen and speak to people is one of the greatest skills that you can possess as a Paralegal. The ability to communicate clearly and concisely is therefore an added advantage. Communication is therefore essential if you want to have a successful career.

**Purpose of the Course**

The Course is aimed at equipping the students with necessary skills and tools to communicate effectively.

**Expected Learning Outcomes:**

By the end of the course the students should be able to:

- a. Identify the various types of communication
- b. Distinguish between verbal and non-verbal communication
- c. Discuss factors that affect communication
- d. Identify listening and speaking strategies
- e. Communicate effectively.

**Prerequisite: None**

Contact Hours:30

**Course Assessment**

1. Continuous Assessment shall include examination, assignments, projects, practical work among others, shall be administered to students. This shall constitute 30% of the total marks in a given course.

2. A final examination shall be administered at the end of the Term and shall constitute 70% of the total marks.
3. The pass mark for a course unit shall be 50%.

### **CORE READING MATERIALS**

- Bryan Garner, *Legal Writing in Plain English (2<sup>nd</sup> edition)* 2013
- Richard Wydick, *Plain English for Lawyers* (2011).
- Wilkie Hellen, *Communication and Writing for Paralegals*, 2018, Emond Publishing, 2018
- Robin Wellford, *Legal Reasoning, Writing and Persuasive Argument* (2001)
- The Lawyers English Course Book-TOLES Legal

### **RECOMMENDED REFERENCED MATERIALS**

- Carolyn Maughan & Julian Webb, *Lawyering Skills and the Legal Process* (2005)
- Bryan Garner, *Black's law dictionary, 10<sup>th</sup> ed* (2013)

### **B: COURSE CONTENT**

#### **Introduction to communications skills**

- Meaning of Communication
- Types of communication
- Basic principles of communication
- Language skills
- Classification of language skills

#### **Elements of communication**

- Body language
- Verbal and Non-verbal Cues
- Principles of body language and non verbal cues.
- Function of Non- verbal communication

#### **Effective communication**

- The elements of effective Communication
- The communication process
- Types of communication
- Barriers of effective communication

#### **Listening and speaking skills**

- Listening and speaking strategies
- Common barriers to listening and speaking

**Active and Passive Voice**

- Distinguish Active and Passive voice
- Applying active and passive voice in communication

**Gender Neutral Language**

- The guidelines and use of Gender Neutral language
- Application of Gender Neutral Language

**Building confidence and identifying your own strength**

**Managing Conversations more effectively**

Approved by:

Mr. Mark Mukuha  
Co-ordinator, PTP

Sign: 

Date: 17/01/2023

Approved by:

Dr. Henry K. Mutai  
Director/CEO

Sign: 

Date: 19/1/23

