

# Methods of Communication

General Flyer – Campus & Session Open



**TIME** Tuesday or Thursday: 6:30 – 9:30

## COMPETENCES

- H-3-X Can effectively communicate and/or present information to groups or audiences.
- S-3-X Can use communication technology to share information efficiently.
- FX Can evaluate, identify and apply the proper method(s) of communication to achieve desired objectives or goals.

## GENERAL COURSE DESCRIPTION

Working with others requires some form of communication and modern communication technology enables communication in ways not previously possible. But all methods are not right for all situations, potentially creating problems instead of solving them. Selecting and effectively using the right form of communication such as a memo, email, presentation, phone call or others and being clear about a given communication goal are critical to communication success. This course is designed to teach students methods for assessing their communication possibilities, their intended audience and desired communication outcome. Students will learn about written, verbal, group, electronic and multimedia communication methods. Upon completing this class, students will be better prepared to successfully select and apply the right method of communication for a given personal and business situation. Special emphasis is placed on making presentations.



Ed Paulson, Ph.D.

## INSTRUCTOR BACKGROUND

Ed Paulson is a professional communicator who works with various medium to achieve specific information delivery and persuasive goals. He is the author of 18 published books, a regular DePaul Visiting Professor and a professional speaker. Ed worked as a Silicon Valley high-technology salesperson, has a theater background, has presented on television and radio and has an active consulting practice. He can be reached by standard mail at: Ed Paulson, PO Box 3026, Lisle, IL 60532. E-mail: [author@edpaulson.com](mailto:author@edpaulson.com). Phone: 630.960.3299.

**Become The Best Possible Communicator**

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