



Faculty of Computers & Artificial Intelligence
2st Term (2019-2020) Final Exam
Medical and informatics Program
Course Code: MHM213 Level: 1st level
Subject: Communication & Presentation Skills



Benha University
Final Date: 7 / 6 /2020
Total Marks: Pass / Fail
Examiner(s): Dr. Ahmed Attia

Research submission: From 31 May to 7 June 2020

a) Write a research project in ONE of the following topics:

Topic No. 1 Communication skills.

Communication skills.

The report should include this parts , Basic definitions , Kinds of communications , Important of communication , Communications elements and components , Important of each components and characteristics of each components, Effective communications , Type of communications and communications forms, communications models , classifications of communications , communications channels ,

Topic No. 2

Communication goals.

The recipient Communications Goals kinds , examples , Communication goals for society kinds , examples ,Communication barriers kinds , examples , Communication problems Kinds, examples

Topic No. 3

Active communications skills

Meaning of active communications ,Vital elements of active communications, Preparations of powerful messages ,Putting message across , Written, oral , gestural communications characteristics in active communication

Topic No. 4

Active listening skills

Introduction, types, traits of good listener, passive listening. Implications of Effective Listening.

Topic No. 5

Communications with diverse audience

Introduction, types of audience, audience analysis, Tips for effective communications with diverse audience.

Topic No. 6

Written communications

Introduction, advantage of written communications, Disadvantage of written communication, written skills requirements , writing process steps, types of written documents, Types and tips for Emails, Letters and memos, reports

b) Notes: please, your research must contain the following elements:

Below each Topic content should be included

- GOOD LUCK,

Examiner(s)

Dr. Ahmed Attia

Program Coordinator

Dr. Mohamed Taha