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| WEEK | TOPIC | CONTENT | B/OBJECTIVES | QUESTIONS |
| 1-2 | Office communication | a. Meaning meetings  b. Purposes  c. Classification | The students should be able to:  Define communication  State the Purposes  communication  Define the terms in communication  Classify communication | a. Define Communication?. b. State the mode of communication graphically  c. List 5 forms of oral communication  What is Information? b. Write short note on the following:  i. Sources of information  ii. Qualities of information |
| 3&4 | Communication service providers | a. NIPOST  b. NITEL  c. Media houses  d. Satellite station  e. The internets  f. Global system mobiles | State the meaning of terms  State the Purposes  communication  service providers  State the challenges in communication | a. What communication?  b. Write short note on the following:  a. NIPOST  b. NITEL  c. Media houses  d. Satellite station  e. The internets  f. Global system mobiles |
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