

# PC240 Communicating Effectively

Australian College of Theology name: *Communication Principles*

## Learning Outcomes

1. To introduce you to communication theory and group dynamics;
2. To help you to acquire communication skills, especially in relation to Bible study methods;
3. To provide opportunity for you to undertake more detailed study of particular areas of communication as applied to Christian ministries.

## Content

### Section A: Theoretical Study (70%)

1. Communication theory: the source, message, medium, and receptor in the process of communication; the appropriateness of the medium to the message; the message intended and heard
2. Principles of group communication: group dynamics; verbal and non-verbal communication; factors which hinder communication in formal and informal gatherings (including corporate worship)
3. Verbal skills: types of spoken communication; presentations appropriate to different age-groups, cultures and situations
4. Group Bible study: deductive and inductive learning; leadership roles; various methods and programmes of study
5. Group learning: in worship, service, work, fellowship, body-life (the recognition and encouragement of the exercise of gifts)
6. The task of the church in communicating with the modern world; the use of the media; publicity and public relations
7. A detailed consideration of TWO of the following areas:
  - (a) Printed materials: newspapers, bulletins, tracts and leaflets. Notice boards.
  - (b) Audio-visual techniques: incorporating current technologies.
  - (c) Radio: the preparation and presentation of a script; interviewing techniques; talk-back radio opportunities.
  - (d) Music: principles of its use in communication; types and appropriateness of music for various situations and people; available resources (eg hymn-books); music and ministry.

- (e) Drama and dance: principles of their use in communication; opportunities and techniques for various situations and people. Corporate and liturgical dance and movement.

**Section B: Field Work (30%)**

Personal, creative involvement (with supervision) in one of the areas studied in topic 7, including production of a sample project of a satisfactory standard involving at least 20 hours work. The project is to be submitted by you to your approved college, together with a 1500-word Report on the work done for this subject.