

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Social Communication		Code 1010102211010916078
Field of study Environmental Engineering Second-cycle	Profile of study (general academic, practical) general academic	Year /Semester 1 / 1
Elective path/specialty Heating, Air Conditioning and Air Protection	Subject offered in: Polish	Course (compulsory, elective) obligatory
Cycle of study: Second-cycle studies	Form of study (full-time, part-time) full-time	
No. of hours Lecture: - Classes: 30 Laboratory: - Project/seminars: -		No. of credits 2
Status of the course in the study program (Basic, major, other) other		(university-wide, from another field) university-wide
Education areas and fields of science and art		ECTS distribution (number and %)
Responsible for subject / lecturer: dr Liliana Szczuka-Dorna email: liliana.szczuka-dorna@put.poznan.pl tel. 061 665 24 91 Centre of Languages and Communication ul. Piotrowo 3A 60-965 Poznań		Responsible for subject / lecturer: mgr Anna Górska email: anna.gorska@put.poznan.pl tel. 061 665 24 91 Centre of Languages and Communication ul. Piotrowo 3A 60-965 Poznań
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	The already acquired language competence compatible with level B2 (CEFR)
2	Skills	The ability to use general and field specific vocabulary, and grammatical structures required on the first level of studies
3	Social competencies	The ability to work individually and in a group; the ability to use various sources of information and reference works.
Assumptions and objectives of the course:		
1. Advancing students' language competence towards the level at least B2+ (CEFR). 2. Development of the ability to use academic and field specific language effectively in both receptive and productive language skills. 3. Improving the ability to understand field specific texts (familiarizing students with basic translation techniques). 4. Improving the ability to function effectively on an international market and on a daily basis.		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. Public speaking - [K2_W08] 2. Mass Communication - [K2_W08] 3. Culture, intercultural issues - [K2_W09] 4. Negotiations, meetings, public speaking - [K2_W08] 5. Chosen communication channels - [K2_W08]		
Skills:		
1. give a talk on field specific topic (in English) - [K2_U03] 2. Knows the modes and principles of effective communication - [K2_U03] 3. conduct business correspondence in English - [K2-U02] 4. Can talk about topics covered using appropriate vocabulary and grammatical structures - [K2_U02]		
Social competencies:		
1. As a result of the course, the student is able to communicate effectively in a field specific/professional area, and to give a successful presentation in English. - [K2_03] 2. The student is able to recognize and understand cultural differences in a professional and private conversation, and in a different cultural environment. - [K2_04]		

Assessment methods of study outcomes		
?Formative assessment: presentations, tests, quizzes		
? Summative assessment: final credit		
Course description		
Small talk, Verbal and non-verbal communication, Active listening Presentations, Negotiations, Public Speaking, Meetings, Culture and cultural topics, Mission Statement, Ethics		
Basic bibliography:		
1. Joseph A. DeVito, The Essentials of Human Communication, 2013, Pearson 2. Bob Dingen with Ian McMaster, Effective International Business Communication, 2013, Collins 3. Donna M. Stringer and Patricia A. Cassidy, 52 Activities for Improving Cross-Cultural Communication, 2009, Intercultural Press		
Additional bibliography:		
1. www.sciencedaily.com , www.howstuffworks.com , www.nnewsjournalist.com 2. Kurs on-line : Communication, Era Inżyniera, Moodle22, http://fomalhaut.clc.put.poznan.pl/moodle22/ 3. Kurs on-line : Soft Skills, Platforma Moodle CJK, http://fomalhaut.clc.put.poznan.pl/moodle/19/ 4. Bob Dingen, ?Communicating Across Cultures? DVD, Cambridge University Press, 2012 CAC DVD)		
Result of average student's workload		
Activity		Time (working hours)
Student's workload		
Source of workload	hours	ECTS
Total workload	60	2
Contact hours	30	0
Practical activities	30	0