STUDY MODULE DESCRIPTION FORM

Name of the module/subject **Interpersonal communication - language as a communication tool**	Code **1011105331011188876**

Field of study **Engineering Management - Part-time studies -**	Profile of study (general academic, practical) **(brak)**	Year /Semester **2 / 3**

Elective path/specialty **Communication Management in**	Subject offered in: **Polish**	Course (compulsory, elective) **elective**

Cycle of study: **Second-cycle studies**	Form of study (full-time,part-time) **part-time**

No. of hours Lecture: **14** Classes: **12** Laboratory: **-** Project/seminars: **-**	No. of credits **2**

Status of the course in the study program (Basic, major, other) **(brak)**	(university-wide, from another field) **(brak)**

Education areas and fields of science and art	ECTS distribution (number and %**)**

Responsible for subject / lecturer: dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań	Responsible for subject / lecturer: dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań

Prerequisites in terms of knowledge, skills and social competencies:

1	**Knowledge**	The student knows basic concepts related with the social groups, knows interpersonal rules.
2	**Skills**	The student has skills of noticing, associating and interpreting occurrences in social groups.
3	**Social competencies**	The student is aware of the meaning of the social communication in the professional and private life.

Assumptions and objectives of the course:

Developing social skills by students, ie. running training, teamwork, effective negotiations, effective writing analyzes and reports dealing with social conflicts

Study outcomes and reference to the educational results for a field of study

Knowledge:

1. The student has knowledge about interpersonal rules. - [K1A_W06]

2. He knows methods of solving social conflicts . - [K1A_W06; K1A_W08]

3. He has knowledge about preparation of the presentation. - [K1A_W8]

4. He has knowledge about preparetion efective raport. - [K1A_W8]

Skills:

1. He is able to analyze interpersonal rules. - [K1A_U05]

2. He uses the acquired knowledge to solve social conflicts in team. - [K1A_U05]

3. He can prepare the presentation. - [K1A_U10]

Social competencies:

1. He is able to act according to social rules in the given group. - [K1A_K02]

2. He is able to recognize and to solve social conflicts in teams. - [K1A_K02]

3. He is able to analyse independently social situations and to develop the knowledge concerning the social communication. - [K1A_K02]

Assessment methods of study outcomes

Discussions summarizing the lectures; Written test

Course description
1. Introduction to the social communication - Essence of the communication. Model of the process of communication. Elements of the process of communication. Communications functions.
2. The effectiveness and appropriateness of communication, analysis of interpersonal rules.
3. Types of interpersonal communication: verbal and non-verbal communication (oral and written). The functions of non-verbal and verbal communication.
4. Language as a basic of verbal communication.
5. Methods of informal communication.
6. Methods of persuasive communication. Types of persuasion. The rules influence on people.
7. Communication competencies and its influence on interpersonal relationships:
a) active listening and replying, barriers to active listening; methods for improving the skills of active listening;
b) the effective use of words. understanding of language, preparation of reports and analyzes errors of writing reports;
c) public speaking - role and specificity of public presentation. The structure and principles of the presentation. Features professional presentation. Analysis audience. Construction sentences. Non-verbal behavior during the presentation.
9. Improving communication skills.
10. Communication barriers: technical, organizational, social.

Basic bibliography:

1. Morreale S.P., Spitzberg B.H., Barge J.K., Komunikacja między ludźmi, PWN, 2007

2. Nęcki Z. ?Komunikacja międzyludzka? Kraków 1996

3. Stankiewicz J., Komunikowanie się organizacji, Wrocław, 1999

Additional bibliography:

1. Jabłonowska, L., Wachowiak, P., Winch, S., ?Prezentacja profesjonalna. Teoria i praktyka?, Difin, Warszawa, 2008

2. Mruk H. ?Komunikowanie się w biznesie? Poznań 2002,

3. Robbins S., Zachowania w organizacji, PWE, Warszawa, 1998

Result of average student's workload

Activity	Time (working hours)
1. Lectures	14
2. Classes	12

Student's workload

Source of workload	hours	ECTS
Total workload	36	2
Contact hours	26	1
Practical activities	12	1