



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Elective subject - Effective Presentations Skills

### Course

Field of study

Sustainable Building Engineering

Area of study (specialization)

Level of study

First-cycle studies

Form of study

full-time

Year/Semester

I/1

Profile of study

general academic

Course offered in

English

Requirements

elective

### Number of hours

Lecture

Laboratory classes

Other (e.g. online)

Tutorials

Projects/seminars

30

### Number of credit points

3

### Lecturers

Responsible for the course/lecturer:

dr Liliana Szczuka-Dorna

Responsible for the course/lecturer:

### Prerequisites

A student electing and starting the subject should have language competence at B2-C1 level enabling both passive reception of the transmitted content and active participation in practical classes. Basic knowledge of social and interpersonal communication and public speaking, as well as the competence in designing presentations is the starting point for preparing and delivering effective scientific and business presentations. The student should also be able to obtain information from the indicated sources and be ready to cooperate as part of a team.

### Course objective

Providing students with techniques for preparing and delivering an effective scientific and business presentation with analysis of the stages: content and organization, form and message, verbal and body language, audiovisual aids (with particular emphasis on the design, description and interpretation of graphs, diagrams, charts), the ability to implement and use databases and statistics efficiently, the ability to use source materials - respecting copyrights and prohibiting plagiarism. Developing students' ability to cope with asked questions, participate in the panel discussion and interact with the audience.



### Course-related learning outcomes

#### Knowledge

1. The student has knowledge of the techniques used to prepare and deliver an effective scientific and business presentation - the student knows how to adapt the content of the presentation to the topic, time of presentation and its audience.
2. The student has knowledge of how to organize a presentation efficiently taking into account the appropriate form, structure, message, verbal language and body language.
3. The student knows the rules of preparing audiovisual aids (with particular emphasis on the design, description and interpretation of graphs, diagrams, charts), the ability to implement and use databases and statistics efficiently .
4. The student is able to use source materials - knows the principles of respecting copyright and prohibiting plagiarism.
5. The student has the ability to cope with asked questions, participate in discussions and interact with the audience.

#### Skills

1. The student is able to prepare and make a scientific and business presentation.
2. The student is able to obtain information from literature, databases and other properly selected information sources; can integrate the obtained information, interpret and evaluate it, as well as draw conclusions, formulate, discuss and justify opinions (KSB\_U01).
3. The student is able to use advanced information and communication technologies (ICT) appropriate to perform typical engineering tasks (KSB\_U01).
4. The student can communicate in a foreign language (also other than English), including technical terminology in the field of sustainable building engineering (KSB\_U19).
5. The student is able to apply various technical and material means, in order to present an architectural and urban idea (KSB\_U25).

#### Social competences

1. The student is communicative in multimedia presentations (KSB\_K06).
2. The student understands the need to transfer to the society the knowledge about sustainable building engineering, transfers the knowledge in a clear and easily comprehensible manner (KSB\_K07).
3. The student understands that it is necessary to protect the intellectual property and are ready to obey the principles of professional ethics (KSB\_K09).



### **Methods for verifying learning outcomes and assessment criteria**

Learning outcomes presented above are verified as follows:

The knowledge acquired during classes is verified by three components:

- activity during classes (presentation as a form of social communication, teamwork skills and presenting its results)
- preparing and delivering presentations (individual work)
- participation in the Oxford Debate (group work with individual roles)

### **Programme content**

1. The art of public speaking - techniques for preparing and delivering effective scientific and business presentations.
2. Editing the topic of the presentation and adapting the content to the topic, the auditorium and the time of speech.
3. Structure and organization of the presentation  
and Oxford Debate.
4. Form of communication, verbal language and body language (non-verbal communication in public speaking).
3. Principles of designing and using audiovisual materials (with particular emphasis on designing at Power Point or Prezi, animation, describing and interpreting graphs, diagrams, charts), the ability to implement and use databases or statistics efficiently.
4. Use of source materials - principles of respecting copyright and a ban on plagiarism.
5. The art of dealing with asked questions, participating in discussions and interacting with the audience.

### **Teaching methods**

1. Searching method:

- problem solving - classic problem method supported by situational method, staging and simulation method, didactic games
- discussion - Oxford Debate, round table (free exchange of views among students and teacher), multiple discussion (in three phases: plenary, in groups and plenary summary)

2. Serving methods (problem and conversational form, work based on source materials, creative conversation in the configuration teacher: student and student: student)

3. Exposing method:



- giving a presentation
- participation in the Oxford Debate

### **Bibliography**

#### Basic

1. Szczuka-Dorna L, Vendome E., 2017. Introduction to Interpersonal Communication, Poznań Publishing House of Poznan University of Technology.
2. Comfort, J. 2008. Effective presentations. Oxford University Press.
3. De Vito, J.A. 2013. The Essentials of Human Communication. Pearson.
4. Ferguson Career Skills Library, 2009. Communication Skills, 3rd ed., Ferguson Publishing.

#### Additional

1. Bradbury, A. 2010. Successful Presentation Skills. Kogan Page.
2. De Vito, J.A. 2014. The Essential Elements of Public Speaking. Pearson.
3. Steele, W.R. 2009. Presentation Skills. Outskirts Press.

### **Breakdown of average student's workload**

	Hours	ECTS
Total workload	60	3,0
Classes requiring direct contact with the teacher	30	1,5
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) <sup>1</sup>	30	1,5

<sup>1</sup> delete or add other activities as appropriate