



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Interpersonal Communication

Course

Field of study

Automatic Control and Robotics

Area of study (specialization)

Control and Robotics Systems

Level of study

Second-cycle studies

Form of study

full-time

Year/Semester

1 / 2

Profile of study

general academic

Course offered in

English

Requirements

compulsory

Number of hours

Lecture

0

Laboratory classes

0

Other (e.g. online)

0

Tutorials

30

Projects/seminars

0

Number of credit points

2

Lecturers

Responsible for the course/lecturer:

dr Liliana Szczuka-Dorna

email: liliana.szczuka-dorna@put.poznan.pl

tel. 61 6652491

Centre of Languages and Communication PUT

Piotrowo 3a Str., 60-965 Poznan

Responsible for the course/lecturer:

Ewa Hołubowicz

email: ewa.holubowicz@put.poznan.pl

tel. 61 6652491

Centre of Languages and Communication

Piotrowo 3a Str., 60-965 Poznań

Prerequisites

Knowledge: The student entering this course should have language competence equivalent to level B2 according to the description of language proficiency levels (CEFR).

Skills: He should have the ability to solve basic interpersonal communication problems.

Social Competence: He/she should also understand the necessity of extending his/her competences. Moreover, in terms of social competence the student should have such attitudes as ability to work independently and in a team; ability to use different sources of information

Course objective

1. Provide students with basic knowledge regarding Interpersonal Communication.



2. Provide students with contemporary problems of Interpersonal Communication.
3. Develop students' skills in solving problems and communicating in groups.
4. Advancing students' language competence towards the level at least B2+ (CEFR).

Course-related learning outcomes

Knowledge

1. has detailed knowledge in Interpersonal Communication
2. knows basic definitions and theories of Interpersonal Communication
3. understands the complexity of communication in teams, groups during meetings and negotiations

Skills

1. is able to communicate in mother tongue and English, using different techniques in professional environment
2. is able to recognize elements of Interpersonal Communication
3. is able to prepare and give an oral presentation in mother tongue and English with all elements of positive presentation
4. has language skills at B2+ level in accordance with the requirements set out for level B2+ (Common European Framework of Reference for Languages)
5. is able to work in a team, taking on different roles
6. is able to manage a team; is able to manage a team and estimate the time needed to complete an assigned task; is able to prepare a work schedule and complete tasks ensuring that deadlines are met

Social competences

1. is able to collaborate and cooperate in a team performing different roles
2. is able to extend her/his life-long learning knowledge based on practical knowledge and professional literature
3. is able to communicate effectively in different environments both in written and oral forms

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Formative assessment:

- a) tutorials :
 - Progress of tasks realization,

Summative assessment:



b) verification of assumed learning objectives related to tutorials

- Constant assessment during tutorials of oral tasks;
- Ability of teamwork;
- Project realization

Programme content

Basic communication models and concepts. Communication channels. Effective listening in business context. Teamwork, socializing and networking. Registers of language, linguistic ambiguity and misunderstanding. Barriers to cross-cultural communication. Conflict: nature, aims and styles of resolving conflict. Non-verbal communication: kinesics, proxemics, haptics, oculosics, chronemics, paralinguistics. Job interview: talking about your own strengths and weaknesses. Assertiveness. Giving and receiving feedback. Emotions in human communication: I-messages.

Teaching methods

Learning methods:

1. Tutorials: solving tasks, practical exercises, discussion, teamwork, multimedia showcase, workshops, team-building games, case studies

Bibliography

Basic

1. DeVito, J.A. 2015. Human Communication. Boston: Pearson
2. Morreale, S.P., B.H. Spitzberg and J.K. Barge, 2007. Human Communication: Motivation, Knowledge & Skills. Belmont: Wadsworth.
3. Liliana Szczuka-Dorna, Elżbieta Vendome., 2017. Introduction to Interpersonal Communication, Poznań: Publishing House of PUT.

Additional

1. Gallo, C. 2014. Talk like TED. The 9 public-speaking secrets. New York: St. Martin's Griffin.
2. Adler, R.B., L.B. Rosenfeld i R.F. Proctor, 2011. Interplay: The Process of Interpersonal Communication. OUP.
3. Stringer, D.M. and P.A. Cassidy, 2009. 52 Activities for Improving Cross-Cultural Communication. Intercultural Press.
4. Dignen B. and I. McMaster, 2013. Interpersonal Communication for International Business. The Secrets of Excellent Interpersonal Skills. Harper Collins Publishers.



5.O'Hair, D., Rubenstein, H. and R. Stewart, 2013. A Pocket Guide to Public Speaking, New York: St. Martin's.

6.Gibson, R. 2008. Intercultural Business Communication. Berlin: Cornelsen.

Online literature

1.Pettry, D. BuildingSocialSkillsthroughActivities,

http://www.dannypettry.com/ebook_social_skills.pdf

2.Jobspeaker,

https://www.youtube.com/channel/UCZkjg1uSpR277PFYL9_JTBw

3.CelesteHeadlee, 10 ways to have a betterconversation

[https://www.ted.com/talks/celeste_headlee_10_ways_to_have_a_better_conversation/discussion?utm_campaign=Intelligent+Tuesday+-+5/23/17+\(Q68pcT\)&utm_medium=email&_ke=Y2F0aGVyaW5lLmhlYWRIbkBnbWFpbc5jb20%3D&utm_source=Intelligent+Change+Master+KL](https://www.ted.com/talks/celeste_headlee_10_ways_to_have_a_better_conversation/discussion?utm_campaign=Intelligent+Tuesday+-+5/23/17+(Q68pcT)&utm_medium=email&_ke=Y2F0aGVyaW5lLmhlYWRIbkBnbWFpbc5jb20%3D&utm_source=Intelligent+Change+Master+KL)

4.PositivePsychology:

<https://positivepsychology.com/communication-exercises-for-work/>

5.www.ted.com

Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,0
Classes requiring direct contact with the teacher	30	1,0
Student's own work (literature studies, preparation for tutorials, preparation for tests) ¹	20	1,0

¹ delete or add other activities as appropriate