

STUDY GUIDE

INTERPERSONAL COMMUNICATION

Organised by
POZNAN UNIVERSITY OF TECHNOLOGY
(PUT)



1. IDENTIFYING DATA.	
· Coordinating University.	Poznan University of Technology.
· Partner University Involved.	-
· Course Name.	Interpersonal Communication.
· Course Field(s).	Communication and Culture. Applicable to any study field.
· Related Study Program.	Not applicable.
· Course Code.	Not applicable.
· ISCED Code.	0413/0732 / 0613 / 0731 / 0712
· SDG.	4, 5, 8, 16, 17
· Study Level.	Bachelor Study Program.

· Number of ECTS credits allocated.	3
· Mode of Delivery.	Online – Synchronous Classes.
· Language of Instruction.	English.
· Delivery Period.	Second Semester of the Academic Year, in 2022.
· Course Dates.	March 21 st – 29 th ; 2022. (7 days x 3 hours/day = 21 teaching hours).
· Precise Schedule of the Lectures.	Time slots: · 9:00 a.m. – 10:00 a.m. · 10:15 a.m. – 11:15 a.m. · 1:00 p.m. – 2:00 p.m.
· Key Words.	Interpersonal Communication, Communication Skills, Public Speaking, Nonverbal Communication, Kinesics, Body Language, Intercultural Communication.
· Catchy Phrase.	“Communication is an art form that is crafted throughout our lives. Asa Don Brown.”
· Link to Course Guide.	Under construction.

· Prerequisites and co-requisites.	- B2 English Level. - EUNICE Student.
· Number of EUNICE students that can attend the Course.	14 → 2 representatives of each of the 7 universities.
· Course inscription procedure(s).	· PUT students: via PUT virtual campus. · UVA students: https://opas.peppi.uwasa.fi/en/programme/6550 · Students from other EUNICE universities: Contact your International Relations Office (IRO). - Application through your IRO: 15.12.2021 – 17.01.2022



	- Entry confirmation and enrolment: February, 2022.
· Applications Deadline.	17 th January, 2022.

2. CONTACT DETAILS.

· Department.	Centre of Languages and Communication at Poznan University of Technology.
· Name of Lecturer.	Liliana Szczuka-Dorna (Professor).
· E-mail.	liliana.szczuka-dorna@put.poznan.pl
· Office.	Centre of Languages and Communication at Poznan University of Technology. · Website: https://www.clc.put.poznan.pl · Email address: office_clc@put.poznan.pl
· Other Lecturers.	Katarzyna Matuszak (PhD). katarzyna.matuszak@put.poznan.pl

3. COURSE CONTENT.

The Process of Communication; The Objectives of Communication; Listening Skills; Improving Speaking Skills, Preparing for Public Speaking; Public Speaking; Nonverbal Communication; Body Language and Kinesics; Introduction to Intercultural Communication; The meaning of Nonverbal Communication; Writing Paragraphs and Summaries; Writing Reports; Writing Business Letters.

4. LEARNING OUTCOMES.

- The course is designed to prepare students to fully participate in the communication process in English.
- The student might know basic theories and concepts of interpersonal and intercultural communication.
- S/he has the ability to analyse and interpret some behaviour and situations in different national and international contexts.
- The student is able to recognise and understand cultural differences in a professional and private conversation, and in a different cultural environment.
- The student understands and is ready to positive and successful communication in groups and international teams.
- The student can recognise cultural differences, elements of nonverbal communication, and can use different negotiation styles.
- As a result of the course, the student is able to communicate effectively in English in a field specific/professional area, and to give a successful presentation in English.
- The student is able to develop his/her knowledge during all life (life-long learning) on the basis of practical experience and professional literature.



5. OBJECTIVES.

- Provide students with basic knowledge in the field of interpersonal communication.
- Improving students' listening and public speaking skills.
- Acquainting students with nonverbal communication and body language.
- Developing intercultural communication skills.
- Bringing the competence of written communication.

6. COURSE ORGANISATION.

UNITS.

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| 1. | Introduction to Interpersonal Communication. |
| 2. | Improving listening and speaking skills. |
| 3. | Public speaking. |
| 4. | Nonverbal communication and body language. |
| 5. | Intercultural communication. |
| 6. | Writing. |

LEARNING RESOURCES AND TOOLS.

Zoom platform, educational media, virtual classroom activities.

PLANNED LEARNING ACTIVITIES AND TEACHING METHODS.

1. Seeking method:
 - Problem solving: classic method supported by the situational method, staging and simulation method, didactic games.
 - Discussion: debate (free exchange of views among students), multiple discussion (in three phases: plenary, in groups and plenary summary).
2. Serving methods (problem solving and seminar form, work based on source materials, creative searching conversation in the teacher: student and student: student relationship).
3. Exposing method:
 - Delivering a presentation.

7. ASSESSMENT METHODS AND CRITERIA.

The knowledge acquired during the course is verified by 3 components:

- Activity during classes → Passing threshold of 25%.
- Preparation and delivery of presentations (individual work) → Passing threshold of 50%.
- Written assignment (short quiz on topics covered during the course) → Passing threshold of 25%.

OBSERVATIONS.

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8. BIBLIOGRAPHY AND TEACHING MATERIALS.

· Szczuka-Dorna L, Vendome E., 2017. Introduction to Interpersonal Communication, Poznań Publishing House of Poznan University of Technology.

· Comfort, J. 2008. Effective presentations. Oxford University Press.

· De Vito, J.A. 2013. The Essentials of Human Communication. Pearson.

· Ferguson Career Skills Library, 2009. Communication Skills, 3rd ed., Ferguson Publishing.
ADDITIONAL: 1. Bradbury, A. 2010. Successful Presentation Skills. Kogan Page.

· De Vito, J.A. 2014. The Essential Elements of Public Speaking. Pearson.

· Steele, W.R. 2009. Presentation Skills. Outskirts Press.

