

EUNICE

EUROPEAN UNIVERSITY FOR CUSTOMISED EDUCATION

TEACHING GUIDE



GLOBAL KNOWLEDGE ONLINE COURSES

INTERPERSONAL COMMUNICATION

POZNAN UNIVERSITY OF TECHNOLOGY (PUT)



ACADEMIC YEAR 2022-2023

1. IDENTIFYING DATA.	
· Coordinating University.	Poznan University of Technology.
· Partner University Involved.	not applicable
· Course Name.	Interpersonal Communication.
· Course Field(s).	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.	Asynchronous and Synchronous Classes.
· Language of Instruction.	English.
· Delivery Period.	Second (summer) semester of the academic year 2022/2023
· Course Dates.	Asynchronous: March 1-24, 2023 Synchronous: March 27 (16.00-18.00) and March 28 (16.00- 18.00) 2023
· Precise Schedule of the Lectures.	Time slots: 16.00-18.00
· 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. <i>Asa Don Brown.</i> "
· Link to Course Guide.	Zoom link to be sent to registered participants

· Prerequisites and co-requisites.	- B2 English Level. - EUNICE Students.
· Number of EUNICE students that can attend the Course.	21 → 3 representatives of each of the 7 universities.
· Course inscription procedure(s).	Registration template confirmed by IRO at each university.
· Applications Deadline.	February 28, 2023

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 analyze and interpret some behavior 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.

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

6. COURSE ORGANISATION.

UNITS.

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 skills.

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.
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: individual exercises and a quiz on Eunice Moodle

7. ASSESSMENT METHODS AND CRITERIA.

The knowledge acquired during the course is verified by:

- Activity during classes
- Oral quiz in pairs on topics from the course (March 27/28, 2023)
- Discussion and final feedback.

OBSERVATIONS.

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.