

# STUDY GUIDE

## *INTERPERSONAL COMMUNICATION*

Organised by

*Poznan University of Technology (PUT)*





## 1. IDENTIFYING DATA.

· Course Name.	<i>Interpersonal Communication</i>
· Coordinating University.	<i>Poznan University of Technology</i>
· Partner Universities Involved.	<i>Not applicable</i>
· Course Field(s).	<i>Applicable to any study field</i>
· Related Study Programme.	<i>Not applicable</i>
· ISCED Code.	<i>0413/ 0732 / 0613 / 0731 / 0712</i>
· SDG.	<i>4, 5, 8, 16, 17</i>
· Study Level.	<i>Bachelor and Master</i>

· Number of ECTS credits allocated.	<i>3</i>
· Mode of Delivery.	<i>Online self-study course with teachers' meetings on Zoom platform: dates will be given during kick-off meeting with students.</i>
· Language of Instruction.	<i>English</i>
· Course Dates.	<i>18.03.2024 – 19.04.2024</i>
· Precise Schedule of the Lectures.	<i>Dates will be given during kick-off meeting with students – March 18, 2024 at 16:00 (CET). Zoom link will be sent to students.</i>
· Key Words.	<i>Interpersonal Communication, Communication Skills, Public Speaking, Nonverbal Communication, Kinesics, Body Language, Intercultural Communication</i>
· Catchy Phrase.	<i>“Communication is an art form that is crafted throughout our lives. Asa Don Brown.”</i>

· Prerequisites and co-requisites.	<ul style="list-style-type: none"> <li>- <i>B2 English level</i></li> <li>- <i>EUNICE students</i></li> </ul>
· Number of EUNICE students that can attend the Course.	<i>Total number 30 (3 per university)</i>
· Course inscription procedure(s).	<i>EUNICE university website (courses tab)</i>

## 2. CONTACT DETAILS.

· Department.	<i>Centre of Languages and Communication at Poznan University of Technology</i>
· Name of Lecturer.	<i>Liliana Szczuka-Dorna (Professor)</i>
· E-mail.	<i>liliana.szczuka-dorna@put.poznan.pl</i>



· 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.	<i>Introduction to Interpersonal Communication.</i>
2.	<i>Improving listening and speaking skills.</i>
3.	<i>Public speaking.</i>
4.	<i>Nonverbal communication and body language.</i>
LEARNING RESOURCES AND TOOLS.	
<i>Zoom platform, educational media, virtual classroom activities.</i>	
PLANNED LEARNING ACTIVITIES AND TEACHING METHODS.	
<p>1. Seeking method: - Problem solving: classic method supported by the situational method, staging and simulation method, didactic games.</p> <p>2. Serving methods (problem solving and seminar form, work based on source materials, creative searching conversation in the teacher: student and student: student relationship).</p> <p>3. Exposing method: individual exercises and a quiz on Eunice Moodle</p>	

7. ASSESSMENT METHODS, CRITERIA AND PERIOD.
<p>The knowledge acquired during the course is verified by:</p> <ul style="list-style-type: none"> <li>- Activity during classes</li> <li>- Oral quiz in pairs on topics based on the course (April 2024)</li> <li>- Discussion and final feedback.</li> </ul>
OBSERVATIONS.

8. BIBLIOGRAPHY AND TEACHING MATERIALS.
· Szczuka-Dorna L, Vendome E., 2017. <i>Introduction to Interpersonal Communication</i> , Poznań Publishing House of Poznan University of Technology.
· Comfort, J. 2008. <i>Effective presentations</i> . Oxford University Press.
· De Vito, J.A. 2013. <i>The Essentials of Human Communication</i> . Pearson.
· Ferguson Career Skills Library, 2009. <i>Communication Skills</i> , 3rd ed., Ferguson Publishing. ADDITIONAL: 1. Bradbury, A. 2010. <i>Successful Presentation Skills</i> . Kogan Page.
· De Vito, J.A. 2014. <i>The Essential Elements of Public Speaking</i> . Pearson.
· Steele, W.R. 2009. <i>Presentation Skills</i> . Outskirts Press.



