

# STUDY GUIDE

*Interpersonal  
Communication*

Organised by

*Poznan University of Technology*





## 1. IDENTIFYING DATA.

|                                  |  |
|----------------------------------|--|
| · Course Name.                   | <i>Interpersonal Communication.</i>    |
| · Coordinating University.       | <i>Poznan University of Technology</i> |
| · Partner Universities Involved. | -                                      |
| · Course Field(s).               | Applicable to any study field.         |
| · Related Study Programme.       | not applicable                         |
| · ISCED Code.                    | 0031, 0231, 0417                       |
| · SDG.                           | 4, 5, 8, 16, 17                        |
| · Study Level.                   | <i>Bachelor (B)</i>                    |

|                                     |   |
|-------------------------------------|---|
| · Number of ECTS credits allocated. | 3   |
| · Mode of Delivery.                 | <i>Online course</i>  |
| · Language of Instruction.          | <i>English</i>  |
| · Course Dates.                     | <i>10.03.2025-28.03.2025</i>  |
| · Schedule of the course.           | <i>A three-week course including synchronous meetings and asynchronous studying instructed by the teachers - the dates of synchronous meetings will be announced at a later date upon kick-off meeting with course participants</i> |
| · Key Words.                        | <i>Interpersonal Communication, Communication Skills, Public Speaking, Nonverbal Communication, Kinesics, Body Language, Intercultural Communication.</i>   |
| · Catchy Phrase.                    | <i>"The most important thing in communication is to hear what isn't being said" Peter Drucker</i>   |

|   |   |
|---|---|
| · Prerequisites and co-requisites.                      | - <i>B2 English Level.</i><br>- <i>EUNICE Students.</i>               |
| · Number of EUNICE students that can attend the Course. | <i>20 students (2 representatives of each of the 10 universities)</i> |
| · Course inscription procedure(s).                      | <i>Standard EUNICE procedure via EUNICE website</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.           | <a href="mailto:liliana.szczuka-dorna@put.poznan.pl">liliana.szczuka-dorna@put.poznan.pl</a>                            |
| · Other Lecturers.  | <i>Katarzyna Matuszak (PhD).</i> <a href="mailto:katarzyna.matuszak@put.poznan.pl">katarzyna.matuszak@put.poznan.pl</a> |

### 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 recognize 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 recognize 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>   |
| 5.   | <i>Intercultural communication.</i>                 |
| 6.   | <i>Writing skills.</i>                              |
| LEARNING RESOURCES AND TOOLS.  |   |
| <i>Zoom platform, educational media, virtual classroom activities.</i>   |   |
| PLANNED LEARNING ACTIVITIES AND TEACHING METHODS.  |   |
| <ol style="list-style-type: none"> <li><i>Seeking method: Problem solving classic method supported by the situational method, staging and simulation method, didactic games.</i></li> <li><i>Serving methods: Problem solving and seminar form, work based on source materials, creative searching conversation with teaches and students.</i></li> <li><i>Exposing method: individual exercises and a quiz on Eunice Moodle.</i></li> </ol> |   |

## 7. ASSESSMENT METHODS, CRITERIA AND PERIOD.

The knowledge acquired during the course is verified by:

- Activity during classes
- Oral discussion in pairs and in groups (tasks will be provided in advance)
- 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.*

