

STUDY GUIDE

INTERPERSONAL COMMUNICATION

Organised by

Poznan University of Technology

1. IDENTIFYING DATA.		
• Course Name.	Interpersonal Communication	
• Coordinating University.	Poznan University of Technology	
• Partner Universities Involved.	N/A	
• Course Field(s).	Applicable to any study field.	
• Related Study Programme.	N/A	
• ISCED Code.	0031, 0231, 0417	
• SDG.	https://sdgs.un.org/goals 4, 5, 8, 16, 17	
• Study Level.	Master (M) or Ph.D.	
• EUNICE Key Competencies	<ul style="list-style-type: none"> • Green - strongly • Orange- moderately • Red - partially • Blank cell - not at all 	
• EUNICE Key Competencies	Problem solving	moderately
	Teamworking	strongly
	Communication	strongly
	Self-management	strongly
	Cognitive flexibility	strongly
	Digital competence	moderately
	Technical competence	moderately
	Global intercultural competence	strongly

• Number of ECTS credits allocated.	3
• Mode of Delivery.	Online course (synchronous and asynchronous) assisted by self-study.
• Language of Instruction.	English
• Course Dates.	27.10.2025 – 28.11.2025 – sem. 1
• Precise Schedule of the Lectures.	A five-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.
• Key Words.	Interpersonal Communication Skills, Listening and Speaking Skills, Nonverbal Communication (Kinesics, Body Language, Proxemics), Public Speaking – Presentations, Intercultural Communication, Communication in Written English.
• Catchy Phrase.	“The most important thing in communication is to hear what isn’t being said” Peter Drucker

• Prerequisites and co-requisites.	B2 English level EUNICE Students
• Number of EUNICE students that can attend the Course.	20 students (2 representatives of each of the 10 universities)
• Course inscription procedure(s).	Standard EUNICE procedure via EUNICE website

2. CONTACT DETAILS.

• Department.	Centre of Languages and Communication at Poznan University of Technology
• Name of Lecturer.	Prof. Liliana Szczuka-Dorna
• E-mail.	liliana.szczuka-dorna@put.poznan.pl
• Other Lecturers.	Dr. Katarzyna Matuszak katarzyna.matuszak@put.poznan.pl

3. COURSE CONTENT.

1. The Process of Communication; Introduction to Communication; The Objectives of Communication; Barriers of Communication.
2. The Skill of Listening; The Importance of Listening Well; Improving Speaking Skills.
3. Nonverbal Communication; Body Language and Kinesics; The Language of Silence; The Language of Time; Space and Status, The Meaning of Nonverbal Communication.
4. Preparing for Public Speaking; Delivering Effective Presentations.
5. Intercultural Communication.
6. Communication in Written English.

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. Providing 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

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

LEARNING RESOURCES AND TOOLS.

Zoom platform, Moodle, educational media, virtual classroom activities.

PLANNED LEARNING ACTIVITIES AND TEACHING METHODS.

- Problem solving and seminar form - activities based on source materials from Moodle platform.
- Creative searching conversation with teachers and students.
- Breakout rooms - for interactive discussions and group work.

- Comparing theory and practice - in real-life communication situations.
- Interpersonal and intercultural communication activities enhancing communication skills.
- Preparation and delivery of presentations (individual, pair or group).
- Peer feedback and reflection on communication experiences.

7. ASSESSMENT METHODS, CRITERIA AND PERIOD.

The knowledge acquired during the course is assessed through:

- Active participation and engagement during classes.
- Oral discussions in pairs and groups (tasks will be provided in advance).
- Discussions and final feedback.
- Delivery of a presentation (individual, pair, or group).

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:

- 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.