

# 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. | -  |  |
| · 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.                   | Master (M) or Ph.D.  |  |
| · EUNICE Key Competencies        | [Indicate the Key Competencies required for the course.]   |  |
|                                  | <ul style="list-style-type: none"> <li>• Green – strongly</li> <li>• Orange- moderately</li> <li>• Red – partially</li> <li>• Blank cell - not at all</li> </ul> |  |
|                                  | Problem solving  |  |
|                                  | Teamworking  |  |
|                                  | Communication  |  |
|                                  | Self-management  |  |
|                                  | Cognitive flexibility  |  |
|                                  | Digital competence   |  |
| Technical competence             |  |  |

|  |                                 |  |
|--|---------------------------------|--|
|  | Global intercultural competence |  |
|--|---------------------------------|--|

|                                     |  |
|-------------------------------------|--|
| · Number of ECTS credits allocated. | 3  |
| · Mode of Delivery.                 | Online course (synchronous and asynchronous) assisted by self-study.   |
| · Language of Instruction.          | English  |
| · Course Dates.                     | 12.04.2027 – 14.05.2027 – sem. 2   |
| · Precise Schedule of the Lectures. | A 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<br>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.           | <a href="mailto:liliana.szczuka-dorna@put.poznan.pl">liliana.szczuka-dorna@put.poznan.pl</a>                     |
| · Other Lecturers.  | Dr. Katarzyna Matuszak<br><a href="mailto:katarzyna.matuszak@put.poznan.pl">katarzyna.matuszak@put.poznan.pl</a> |

### 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

|    |  |
|----|--|
| 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.