

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject English as a Foreign Language		Code 1010532121010910064
Field of study Automatic Control and Robotics	Profile of study (general academic, practical) general academic	Year /Semester 1 / 2
Elective path/specialty Automatic Control	Subject offered in: Polish	Course (compulsory, elective) elective
Cycle of study: Second-cycle studies	Form of study (full-time, part-time) full-time	
No. of hours Lecture: - Classes: 30 Laboratory: - Project/seminars: -		No. of credits 2
Status of the course in the study program (Basic, major, other) basic		(university-wide, from another field) university-wide
Education areas and fields of science and art technical sciences		ECTS distribution (number and %) 2 100%
Responsible for subject / lecturer: Ewa Hołubowicz email: ewa.holubowicz@put.poznan.pl tel. 616652491 Centre of Languages and Communication Piotrowo 3A, Poznan		
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	The student beginning this module should possess B2 language competence as described by CEFR. He should have mastered the grammar structures as well as general and technical vocabulary covered at first-cycle studies.
2	Skills	He should be able to use different sources of information and understand the need to widen his competence. He should be able to work individually and in a team.
3	Social competencies	Moreover, as far as social competence is concerned, the student has to be honest, responsible, persevering, creative and respectful of other people, showing good manners and cognitive curiosity.
Assumptions and objectives of the course: 1. Enable the student to achieve language competence B2+ (CEFR). 2. Improve the student's skills in using academic and professional language, specific for a given field of study, in all four linguistic skills. 3. Improve the study of a technical text. 4. Equip the student with the language and skills he needs to succeed in an international working environment and everyday life.		
Study outcomes and reference to the educational results for a field of study		
Knowledge: 1. Knowledge As a result of the classes conducted the student: 1. should possess the vocabulary related to : negotiations in an international working environment, influencing people, conflict and work in an international environment, diversity and creativity in teamwork, and be able to explain the concepts involved with the topics shown above - [-] 2. 2. knows and understands grammatical and lexical rules of English and uses them effectively in different types of written and oral communication - [-]		
Skills: 1. use different sources of information critically - [K_U01] 2. use a variety of communication strategies in English in different environments, the working one included - [KU_03] 3. present the results of his/her research in a summary - [K_U04] 4. discuss the recent developments in automatic control and robotics as presented in professional texts from this field at B2+ level - [K_U07] 5. conduct business correspondence, also in negotiations, and write emails, take notes of a meeting, write invitations, a letter of complaint and a report - [-] 6. has all the skills of language competence B2+ (CEFR) - [-]		

Social competencies:
1. can work in a team, especially in a multicultural environment - [K_K03]
2. can think and act creatively and proactively - [K_K05]
3. can communicate effectively in English in a working environment and typical everyday life situations, and can make a public presentation - [-]
4. . can recognize and make use of /understand cultural differences in behaviour as well as in formal and private communication in English; in a different cultural environment - [-]

Assessment methods of study outcomes
Formative assessment: a. formal coursework assignments (informal speaking assignments , presentations, tests)
Summative assessment: ? credit

Course description
The syllabus comprises: Internal and external business correspondence in an international working environment. Communicating messages with good and bad news sensitively. Cultural differences in communication. Internal and external email communication styles. Effective negotiating across cultures. Principles of influencing. Why conflict happens. Avoiding potential conflicts. How conflict is handled across cultures. Strategies to manage conflict situations. The challenges of working in an international team. An effective personal introduction at first team meetings. The value of feedback to team members. Giving and responding to feedback. The value of diversity for organizations. Synergy in a team. Brainstorming techniques to suport creative thinking. Ways to introduce and evaluate ideas in meetings. Personal intercultural competence. Business correspondence; especially letters of complaint, making arrangements, report analysis (paragraphs, the body of the report, conclusions and recommendations sections), as well as summary of a technical/scientific text related to the field of automatic control and robotics. Formal and informal business correspondence. Recent developments in the field of automatic control and robotics.

Basic bibliography:
1. Dignen, Bob. 2011.Communicating Across Cultures. Cambridge: Cambridge University Press.
2. Dignen, Bob. 2012.Communicating Across Cultures. DVD. Cambridge: Cambridge University Press.
3. Banks, Tim. 2012. Writing for Impact. Cambridge: Cambridge University Press.

Additional bibliography:
1. Dignen, Bob and Chamberlain, James. 2009. Fifty Ways to Improve Your Intercultural Skills. London: Summertown Publishing.
2. Hogue, Ann and Oshima, Ann. 2006. Writing academic English. London: Pearson/Longman.

Result of average student's workload

Activity	Time (working hours)
1. class attendance 15x2h	30
2. preparation for the classes	15
3. preparation for tests	3
4. study and analysis of selected literature (3 pages of a scientific or a popular science article): 1x2h	2
5. consultation session related to the syllabus covered, especially writing skills development	3

Student's workload		
Source of workload	hours	ECTS
Total workload	53	2
Contact hours	30	1
Practical activities	23	1