

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject English as a Foreign Language		Code 1010542111010910064
Field of study Automatic Control and Robotics	Profile of study (general academic, practical) general academic	Year /Semester 1 / 1
Elective path/specialty Reprogrammable Control Systems	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:		
<ol style="list-style-type: none"> Enable the student to achieve language competence B2+ (CEFR). Improve the student's skills in using academic and professional language, specific for a given field of study, in all four linguistic skills. Improve the study of a technical text. 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:		
<ol style="list-style-type: none"> Knowledge As a result of the classes conducted the student: 1. should possess the vocabulary related to : corporate culture, handling meetings, effective communication, listening techniques, and be able to explain the concepts involved with the topics shown above - [-] 1. knows and understands grammatical and lexical rules of English and uses them effectively in different types of written and oral communication - [-] 		
Skills:		
<ol style="list-style-type: none"> Skills As a result of the classes conducted the student will be able to: 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, especially write emails, take notes of a meeting, write invitations and a report - [-] 6. has all the skills of language competence B2+ (CEFR) - [-] 		

Social competencies:
1. Social competence As a result of the classes conducted the student will possess the following skills. The credit for the course means the student: 1. can work in a team, especially in a multicultural environment - [K_K03]
2. 2. can think and act creatively and proactively - [K_K05]
3. 2. can communicate effectively in English in a working environment and typical everyday life situations, and can make a public presentation - [-]
4. 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: ? formal coursework assignments (informal speaking assignments , presentations, tests)
Summative assessment: ? credit

Course description
The syllabus comprises: Definition of culture. Corporate culture in an international environment. Organizational culture in an international environment. How to build business relationships. Flexible thinking as an element of intercultural skills. . Flexible thinking model. Communication strategies for handling first meetings. Managing first meetings. Small talk at work. Different types of small talk. Effective communication. Communicating messages with good and bad news sensitively. Cultural differences in communication. Interactive communication style. Managing international meetings. Different approaches to decision making. How to manage the decision-making process effectively in meetings. Dealing with difficult communicators. The importance of listening for effective communication. Ways to clarify when listening. Listening behaviours adapted to a cultural context. Presenting across cultures. How to customize messages for your audience. The dynamics of the Q & A phase of a presentation. Ways to manage different types of question effectively. Business correspondence; especially introducing yourself in emails and letters, taking notes and writing minutes of meetings, (plus evaluation of different styles of meeting minutes), invitations, accepting and declining invitations, report analysis (sections, notes for a report), introduction to a report, presenting data in a report. Writing a 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. 1. Dignen, Bob and Chamberlain, James. 2009. Fifty Ways to Improve Your Intercultural Skills. London: Summertown Publishing.

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

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