



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Effective presentations skills [S1BZ1E>UEP]

Course

Field of study

Sustainable Building Engineering

Year/Semester

1/1

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

English

Form of study

full-time

Requirements

elective

Number of hours

Lecture

0

Laboratory classes

0

Other

0

Tutorials

30

Projects/seminars

0

Number of credit points

3,00

Coordinators

dr Liliana Szczuka-Dorna prof. PP
liliana.szczuka-dorna@put.poznan.pl

dr Katarzyna Matuszak
katarzyna.matuszak@put.poznan.pl

Lecturers

mgr Klara Kwiatkowska
klara.kwiatkowska@put.poznan.pl

Prerequisites

Language competence sufficient to understand the content presented during classes and to interact with students and the lecturer (B2 level according to the CEFR). Familiarity with the basic principles and forms of presentations and public speaking. Ability to search for information related to the topic of the presentation and to use appropriate sources.

Course objective

- preparing the student to communicate and professionally present a chosen topic to an audience, either as an individual presentation or as part of a group project - ability to prepare and deliver a presentation or public speech with multimedia elements - be familiar with the structure of a presentation or public speech - ability to deliver an oral presentation tailored to a specific audience - ability to work independently and as part of a team - presenting the chosen topic clearly and effectively

Course-related learning outcomes

Knowledge:

1. The student has knowledge of the techniques used to prepare and deliver an effective scientific and business presentation - the student knows how to adapt the content of the presentation to the topic, time of presentation and its audience.
2. The student has knowledge of how to organize a presentation efficiently taking into account the appropriate form, structure, message, verbal language and body language.
3. The student knows the rules of preparing audiovisual aids (with particular emphasis on the design, description and interpretation of graphs, diagrams, charts), the ability to implement and use databases and statistics efficiently .
4. The student is able to use source materials - knows the principles of respecting copyright and prohibiting plagiarism.
5. The student has the ability to cope with asked questions, participate in discussions and interact with the audience.

Skills:

1. The student is able to prepare and make a scientific and business presentation.
2. The student is able to obtain information from literature, databases and other properly selected information sources; can integrate the obtained information, interpret and evaluate it, as well as draw conclusions, formulate, discuss and justify opinions (KSB_U01).
3. The student is able to use advanced information and communication technologies (ICT) appropriate to perform typical engineering tasks (KSB_U01).
4. The student can communicate in a foreign language (also other than English), including technical terminology in the field of sustainable building engineering (KSB_U19).
5. The student is able to apply various technical and material means, in order to present an architectural and urban idea (KSB_U25).

Social competences:

1. The student is communicative in multimedia presentations (KSB_K06).
2. The student understands the need to transfer to the society the knowledge about sustainable building engineering, transfers the knowledge in a clear and easily comprehensible manner (KSB_K07).
3. The student understands that it is necessary to protect the intellectual property and are ready to obey the principles of professional ethics (KSB_K09).

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

The knowledge acquired during the course is assessed through:

- oral examination of the understanding of the principles of effective presentations and public speaking
- evaluation of the delivered presentation/public speech or group project
- attendance, participation, and engagement – 30%
- delivery of an individual presentation or participation in a group project – 60%
- preparation of an outline – 10%

Programme content

Issues concerning communicative and professional presentation of a selected issue for a group of students in the form of an individual presentation or a group project.

Course topics

Students will learn how to prepare and deliver presentations and public speeches, taking into account the following principles:

- structure of the speech (introduction, body, conclusion)
- relevance of the content to the topic
- logical and linguistic coherence between different parts of the speech
- delivery with appropriate pace, volume, diction, and articulation

- expressiveness and dynamism in speech
- formal style of public speaking
- establishing contact with the audience
- credibility of the content based on scientific research
- use of body language and persuasive techniques in audience interaction
- skilled and professional design of audiovisual aids

Teaching methods

1. Individual and group presentations
2. Video recording analysis
3. Case studies
4. Diction and breathing exercises
5. Simulations and communication games
6. Pair and group work (peer feedback)
7. Mini-lectures and theoretical presentations
8. Debates and impromptu speeches
9. Individual consultations
10. Written reflections and self-analysis

Bibliography

Basic:

1. Szczuka-Dorna L, Vendome E., 2017. Introduction to Interpersonal Communication, Poznań Publishing House of Poznan University of Technology.
2. Comfort, J. 2008. Effective presentations. Oxford University Press.
3. De Vito, J.A. 2013. The Essentials of Human Communication. Pearson.
4. Hogan, K. 2014. Nauka perswazji - czyli jak w 8 minut postawić na swoim. Rebis.
5. Morreale, S.P. et al. 2008. Komunikacja między ludźmi. PWN
6. McKey, M. et al. 2010. Sztuka skutecznego porozumiewania się. GWP
7. Cialdini, R. 2010. Wywieranie wpływu na ludzi. GWP
8. Gawin, D., et al. 2014. Sztuka debaty. Instytut Kultury Miejskiej
9. Beck, G. 2007. Podręcznik manipulacji - zakazana retoryka. Helion
10. Gesteland R. Richard, 2001. Cross-Cultural Business Behaviour, Copenhagen Business School Press
11. Spencer-Oatey H., Franklin P., 2009. Intercultural Interaction. A Multidisciplinary Approach to Intercultural Communication, Palgrave Macmillan

Additional:

- Reynolds, S., Valentine, D. 2006. Guide for Internationals. Culture, Communication and ESL. Pearson
- Stringer, D.M., Cassiday, A. 2009. 52 Activities for Improving Cross-Cultural Communication. Intercultural Press
- Gibson, R. 2008. Intercultural Business Communication. Berlin Cornelsen
- Spencer-Oatey, H., Franklin, P. 2009. Intercultural Interaction. Palgrave MacMillan

Breakdown of average student's workload

	Hours	ECTS
Total workload	60	2,00
Classes requiring direct contact with the teacher	30	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	30	1,00