



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Public speaking [N1IŚrod2>WP]

### Course

Field of study

Environmental Engineering

Year/Semester

3/6

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

part-time

Requirements

elective

### Number of hours

Lecture

0

Laboratory classes

0

Other

0

Tutorials

18

Projects/seminars

0

### Number of credit points

2,00

### Coordinators

dr inż. Małgorzata Spychała

malgorzata.spychala@put.poznan.pl

### Lecturers

### Prerequisites

Knowledge: The student knows basic concepts related with issue of public speaking, knows interpersonal rules. Skills: The student has skills of noticing, associating and interpreting occurrences in process of communication. Social competencies: The student is aware of the importance of presenting data in professional and private life.

### Course objective

1. Sharing knowledge on preparing public speaking. 2. Learning the basic principles of presenting data and convincing others. 3. Improving the skills of public speaking.

### Course-related learning outcomes

Knowledge:

1. The student knows the rules for preparing a presentation.
2. The student has knowledge of verbal and non-verbal communication during public speeches.
3. The student knows communication errors during public speeches.

Skills:

1. The student is able to prepare a public speech.
2. The student is able to analyze the audience during public speeches.
3. Student is able to use persuasion techniques during public speeches.

Social competences:

1. Students can work in team.

2

project. The student is able to prepare and provide opinions in a commonly understood manner.

## Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Lectures:

written test - 12 questions,

> 50 % - ndst

≤ 50%; 60% ≥- dst.,

< 60%; 70%> dst plus,

≤70%, 85%> db,

≤85%, 91≥ db plus,

≤92%, 100%≥ bdb.

Discussions;

- work in groups, observation of students in class

t

## Programme content

Characteristics of public speaking

The process of preparing public speeches

Competences and features of a professional presenter..

Non-verbal behavior during presentations,

The most common mistakes in public speaking

## Course topics

Lectures:

1. The role and specificity of public speeches

2. Types of public speaking and their characteristics

3. The process of preparing public speeches

4. Visualization of speeches

4. The structure and rules of conducting a presentation

5. Competences and qualities of a professional presenter. - The specificity of communication depending on the role played

6. Self-presentation tactics

7. Audience analysis

8. Practical tips on speaking in public (stage fright, sentence structure, pauses, manner of speaking)

9. The art of argumentation and effective persuasion - preparing persuasive speeches, ways of arguing and building trust conditioning the effectiveness of persuasive messages

10. Non-verbal behavior during the presentation

11. The role of the voice in public speaking

12. The most common mistakes made in public speaking

13. Evaluation of speeches

## Teaching methods

lecture:

problem lecture / lecture with multimedia presentation, discussion, case studies, group work, role playing

## Bibliography

Basic:

1. Jabłonowska, L., Wachowiak, P., Winch, S., Prezentacja profesjonalna. Teoria i praktyka?, Difin, Warszawa, 2008
2. Blein B., Sztuka prezentacji i wystąpień publicznych, Warszawa 2010.
3. Rzędowska A., Rzędowski J., Mówca doskonały. Wystąpienia publiczne w praktyce, Gliwice 2009.
4. Żurek E., Wystąpienia perswazyjne. Biznes, media, polityka, Warszawa 2010.

Additional:

5. Nęcki Z., Komunikacja interpersonalna, Wrocław, 2002
6. Sikorski W., Niewerbalna komunikacja interpersonalna. Doskonalenie przez trening.. Difin, Warszawa 2011.

#### Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,00
Classes requiring direct contact with the teacher	18	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	32	1,00