



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Presentation skills in English [N2Bud1>UPwJA]

Course

Field of study

Civil Engineering

Year/Semester

1/2

Area of study (specialization)

Construction Engineering and Management

Profile of study

general academic

Level of study

second-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

3,00

Coordinators

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Lecturers

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

Skills:

1. The student is able to prepare and deliver a scientific and business presentation.
2. The student is able to obtain information from literature, databases and other properly selected sources; is able to integrate the obtained information, interpret it, as well as draw conclusions and formulate and justify opinions.
3. The student is able to use information and communication techniques appropriate to the implementation of tasks typical for engineering activities.
4. The student has acquired the skills of communicating in a foreign language (also other than English), including the knowledge of elements of technical language in the field of sustainable construction.
5. The student is able to use various technical means to present an architectural and urban idea.

Social competences:

1. The student is communicative in multimedia presentations.
2. The student understands the need to provide the society with knowledge about sustainable construction, he/she communicates this knowledge in a commonly understood manner.
3. The student understands the necessity to protect copyrights and the rules of professional ethics.

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	75	3,00
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)	57	2,00