



Subject card

Subject name and code	Fundamentals of Personal Communication, PG_00041978						
Field of study	Power Engineering, Power Engineering, Power Engineering, Power Engineering, Power Engineering						
Date of commencement of studies	October 2020		Academic year of realisation of subject		2020/2021		
Education level	first-cycle studies		Subject group		Obligatory subject group in the field of study Humanistic-social subject group		
Mode of study	Full-time studies		Mode of delivery		at the university		
Year of study	1		Language of instruction		Polish		
Semester of study	1		ECTS credits		3.0		
Learning profile	general academic profile		Assessment form		assessment		
Conducting unit	Faculty of Mechanical Engineering and Ship Technology						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr inż. Wojciech Olszewski				
	Teachers		mgr inż. Wojciech Olszewski mgr inż. Irena Dziwisz-Olszak				
Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	0.0	0.0	30.0	0.0	30
	E-learning hours included: 0.0						
	Adresy na platformie eNauczanie: Podstawy komunikacji personalnej Projekt (3WEiA) - Moodle ID: 5869 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=5869 Podstawy komunikacji personalnej Projekt (3WEiA) - Moodle ID: 5869 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=5869 Podstawy komunikacji personalnej Projekt (3WEiA) - Moodle ID: 5869 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=5869						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	30		3.0		42.0	75
Subject objectives	To present the fundamentals of professional communication						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[K6_U81] is able to communicate appropriately in foreign language at B2 level of the Common European Framework of Reference for Languages (CEFR) in everyday life, in academic and professional environments	the student knows the basic principles: - preparation of oral and written speeches, - writing of official letters, CVs and cover letters, - preparation and conduct during the interview, - conducting meetings and negotiations, - organization of parties and behavior at the table, - good manners and appropriate dress code, - manipulation techniques, - directing human behavior, - ethics in business.	[SU5] Assessment of ability to present the results of task [SU4] Assessment of ability to use methods and tools [SU3] Assessment of ability to use knowledge gained from the subject [SU2] Assessment of ability to analyse information [SU1] Assessment of task fulfilment
	K6_K02	the student knows the basic principles: - preparation of oral and written speeches, - writing of official letters, CVs and cover letters, - preparation and conduct during the interview, - conducting meetings and negotiations, - organization of parties and behavior at the table, - good manners and appropriate dress code, - manipulation techniques, - directing human behavior, - ethics in business.	[SK2] Assessment of progress of work [SK1] Assessment of group work skills [SK5] Assessment of ability to solve problems that arise in practice [SK4] Assessment of communication skills, including language correctness [SK3] Assessment of ability to organize work
	K6_U01	the student knows the basic principles: - preparation of oral and written speeches, - writing of official letters, CVs and cover letters, - preparation and conduct during the interview, - conducting meetings and negotiations, - organization of parties and behavior at the table, - good manners and appropriate dress code, - manipulation techniques, - directing human behavior, - ethics in business.	[SU5] Assessment of ability to present the results of task [SU4] Assessment of ability to use methods and tools [SU3] Assessment of ability to use knowledge gained from the subject [SU2] Assessment of ability to analyse information [SU1] Assessment of task fulfilment
Subject contents	basic principles of presentations, preparing presentations, selecting and creating visual elements, oral presentations, verbal and nonverbal communication, business letter, CV and letter of application, psychological aspects of human behaviour, manipulation techniques, meetings, negotiations, discussions, conferences, informal and formal reports, theses, journal articles, etiquette, dress code, table manners, business party, most common language mistakes, business ethics.		
Prerequisites and co-requisites	mandatory class attendance (group activities)		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
		60.0%	40.0%
		60.0%	40.0%
		60.0%	20.0%
Recommended reading	Basic literature	Huckin T.N, Olsen L.A., Technical Writing and Professional Communication, McGraw-Hill, Inc.	
	Supplementary literature	Internet webs, bibliografy suggested by lecturer	
	eResources addresses	Podstawy komunikacji personalnej Projekt (3WEiA) - Moodle ID: 5869 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=5869 Podstawy komunikacji personalnej Projekt (3WEiA) - Moodle ID: 5869 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=5869 Podstawy komunikacji personalnej Projekt (3WEiA) - Moodle ID: 5869 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=5869	
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		