



Subject card

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|---|--|--|-------------------------------------|------------|---------|---------|-----|
| Subject name and code | Professional Communication Fundamentals, PG_00024835 | | | | | | |
| Field of study | Mechanical Engineering, Mechanical Engineering | | | | | | |
| Date of commencement of studies | October 2020 | Academic year of realisation of subject | 2020/2021 | | | | |
| Education level | first-cycle studies | 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 | Department of Energy and Industrial Apparatus -> Faculty of Mechanical Engineering and Ship Technology | | | | | | |
| Name and surname of lecturer (lecturers) | Subject supervisor | dr inż. Marzena Banaszek | | | | | |
| | Teachers | dr inż. Marzena Banaszek | | | | | |
| Lesson types and methods of instruction | Lesson type | Lecture | Tutorial | Laboratory | Project | Seminar | SUM |
| | Number of study hours | 15.0 | 0.0 | 0.0 | 0.0 | 0.0 | 15 |
| | E-learning hours included: 0.0 | | | | | | |
| | Address on the e-learning platform: https://enauczanie.pg.edu.pl/moodle/course/view.php?id=8902 Adresy na platformie eNauczanie: | | | | | | |
| 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 | 15 | 0.0 | 0.0 | 15 | | |
| Subject objectives | The lecture aims to familiarize students with the basic issues of interpersonal communication, to develop the skills of noticing differences in communication in various social and cultural contexts and the ability to overcome conflicts and prejudices resulting from such differences. Classes are conducted using a workshop method based on activating students through work and discussions, case studies, genre scenes, individual work, simulations and mini-lectures with practical examples. | | | | | | |

| Learning outcomes | Course outcome | Subject outcome | Method of verification |
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| | [K6_U11] is able to analyse the operation of devices and compare the construction solutions applying usage, safety, environmental, economic and legal criteria | The student will be able to analyze the operation of devices and compare design solutions using the safety, environmental, economic and legal criteria. | [SU2] Assessment of ability to analyse information |
| | [K6_K01] is aware of the need for complementing the knowledge throughout the whole life, is able to select proper methods of teaching and learning, critically assesses the possessed knowledge; is aware of the importance of professional conduct and following the rules of professional ethics; is able to show resourcefulness and innovation in the realisation of professional projects | The student is aware of the need to supplement knowledge throughout life and is able to choose the appropriate methods of teaching himself and others, critically evaluates his knowledge; is aware of the importance of professional conduct and compliance with the rules of professional ethics; can demonstrate entrepreneurship and innovation in the implementation of professional projects. | [SK5] Assessment of ability to solve problems that arise in practice |
| | [K6_W12] possesses basic knowledge necessary to understand the ex-technical conditions of engineering activity, possesses basic knowledge on management, including quality management and running commercial enterprise, within the range of protection of intellectual property and patent law; knows general principles of creating and developing forms of individual entrepreneurship and basic HSE rules applicable to machine industry | The student has basic knowledge necessary to understand non-technical conditions of engineering activity, has basic knowledge in the field of management, including quality management and running a business, in the field of intellectual property protection and patent law; knows the general principles of creating and developing forms of individual entrepreneurship and the basic principles of occupational health and safety applicable in the machinery industry. | [SW1] Assessment of factual knowledge |

| Subject contents | <p>COMMUNICATION PROCESS: the concept of communication; characteristics of the communication process: features, elements, levels, functions, meaning of communication</p> <p>VERBAL COMMUNICATION: general theory of signs; characteristics of the verbal communication process, murals, graffiti, inspirational quotes, memes, codes and ciphers</p> <p>NON-VERBAL COMMUNICATION: paralanguage; meta-messages; unforgettable speeches: words that changed the world; message effectiveness; message meaning distribution; characteristics of non-verbal communication; functions of non-verbal communication; disruptions in non-verbal communication; body language in practice</p> <p>INTERCULTURAL COMMUNICATION: diversity and cultural diversity, differences in intercultural communication; barriers in intercultural communication: stereotypes, prejudices, discrimination; conditions for successful intercultural communication; culture shock, children of the third culture</p> <p>EFFECTIVE COMMUNICATION: principles of effective communication between people; the importance of listening in the process of obtaining information; active listening techniques</p> <p>ASSERTIVITY IN COMMUNICATION: assertiveness as a form of communication focused on cooperation; assertive refusal; the ability to receive criticism and praise; assertive communication in difficult situations</p> <p>COMMUNICATION IN A TEAM: team: the concept of the team and the group, team characteristics, stages of team development, roles in the team; team communication process; team communication in conflict situations</p> <p>COMMUNICATION FRAUD: communication fraud; the motives and strategies of lies; portrait of a liar; signs of lying</p> <p>COMMUNICATION IN STRESS: characteristics of stress: the concept of stress, phases, types, sources, physiology, effects; strategies for coping with stress; communication under stress</p> <p>MAKING SOCIAL IMPACT. MANIPULATION AND PERSVASION: rules of exerting social influence; persuasion and manipulation in interpersonal communication; techniques for dealing with manipulation</p> <p>INTERNET COMMUNITY OR VIRTUAL SOCIETY: the Internet in the 21st century; virtual world and cyberspace; interpersonal relations and internet communication: the phenomenon of cyber friends, network identity, cyberbullying, internet addiction syndrome; the future of the internet</p> <p>COMMUNICATION IN THE INFORMATION AGE: information society: definition, characteristics, properties, functions; social changes in the information age; X, Y, Z generations - transformation of the way of communication</p> <p>PRACTICAL USE OF PERSONAL COMMUNICATION PRINCIPLES: motivation, self-assessment, responsibility, functioning in a group</p> | | | | | | | | |
|---------------------------------|--|-------------------------------|--|--------------------------|-------------------|-------------------------------|-----------------------|-------|--------|
| Prerequisites and co-requisites | No requirements | | | | | | | | |
| Assessment methods and criteria | <table border="1" data-bbox="448 1632 1487 1700"> <thead> <tr> <th data-bbox="448 1632 794 1666">Subject passing criteria</th> <th data-bbox="794 1632 1141 1666">Passing threshold</th> <th data-bbox="1141 1632 1487 1666">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1666 794 1700">Semester dissertation</td> <td data-bbox="794 1666 1141 1700">50.0%</td> <td data-bbox="1141 1666 1487 1700">100.0%</td> </tr> </tbody> </table> | | | Subject passing criteria | Passing threshold | Percentage of the final grade | Semester dissertation | 50.0% | 100.0% |
| Subject passing criteria | Passing threshold | Percentage of the final grade | | | | | | | |
| Semester dissertation | 50.0% | 100.0% | | | | | | | |

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| Recommended reading | Basic literature | <p>1. Bieniok H.: Sztuka komunikowania się, negocjacji i rozwiązywania konfliktów. Wydawnictwo Akademii Ekonomicznej 2005</p> <p>2. Cialdini R.B.: Wywieranie wpływu na ludzi. Teoria i praktyka. Wydawnictwo GWP 2011</p> <p>3. Dobek-Ostrowska B.: Podstawy komunikowania społecznego. Astrum 2007</p> <p>4. Griffin E.: Podstawy komunikacji społecznej. Wydawnictwo GWP 2003</p> <p>5. McKay M.: Sztuka skutecznego porozumiewania się. Wydawnictwo GWP 2007</p> <p>6. Morreale S.P.: Komunikacja między ludźmi: motywacja, wiedza i umiejętności. PWN 2007</p> <p>7. Nęcki Z.: Komunikacja międzyludzka. Antykwa 2000</p> <p>8. Pease A.B. Mowa ciała. Dom Wydawniczy Rebis 2011</p> <p>9. Pease A.B. Mowa ciała w pracy. Dom Wydawniczy Rebis 2011</p> <p>10. Stewart J. (red.): Mosty zamiast murów. O komunikowaniu się między ludźmi. PWN 2000</p> |
| | Supplementary literature | <p>1. Bacon T., Sposób na opornych. Skuteczne wywieranie wpływu. Wydawnictwo GWP 2013</p> <p>2. Baran S., Davis D.: Teorie komunikowania masowego, Wydawnictwo Uniwersytetu Jagiellońskiego 2017</p> <p>3. Collin J., Hansen M.T.: Wielcy z wyboru, MT Biznes 2018</p> <p>4. Covey S.R.: Szybkość zaufania. Wydawnictwo Rebis 2016</p> <p>5. Dilts R.: Sztuka prezentacji i komunikacji z grupami, Wydawnictwo PINLP 2009</p> <p>6. Fiske J.: Wprowadzenie do badań nad komunikowaniem. Astrum 2008</p> <p>7. Ollivier B: Nauki o komunikacji. Oficyna Naukowa 2010</p> <p>8. Sinek S.: Zaczynaj od dlaczego. Jak wielcy liderzy inspirują innych do działania. Wydawnictwo Helion 2013</p> <p>9. Tokarz M.: Argumentacja, perswazja, manipulacja. Wydawnictwo GWP 2006</p> <p>10. Wiszniewski A.: Jak przekonywująco mówić i przemawiać. PWN 1994</p> |

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| | eResources addresses | |
| Example issues/ example questions/ tasks being completed | 1. Why do people communicate with each other? What they want to achieve through communication and what methods they use to achieve their goals? 2. How to talk so that others will listen. How to listen, to understand what others are saying. | |
| Work placement | Not applicable | |