Subject card

Subject name and code	Fundamentals of Personal Communication, PG_00044030
Field of study	Ocean Engineering, Ocean 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	Part-time studies	Mode of delivery	at the university
Year of study	1	Language of instruction	Polish
Semester of study	1	ECTS credits	2.0
Learning profile	general academic profile	Assessment form	assessment

Conducting unit	Department of Ship Manufacturing Technology, Quality Systems and Materials Science -> Faculty of Mechanical Engineering and Ship Technology

Name and surname of lecturer (lecturers)	Subject supervisor	dr Anna Dembicka
	Teachers	dr Anna Dembicka

Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	10.0	0.0	0.0	0.0	10.0	20
	E-learning hours included: 0.0						
	Adresy na platformie eNauczanie: PODSTAWY KOMUNIKACJI PERSONALNEJ - I stopnia - inżynierskie, niestacjonarne, 2020/2021 - zimowy - Moodle ID: 8686 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=8686						

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	20	2.0	28.0	50

Subject objectives	Acquainting with the basics of personal communication.

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[K6_U07] applies knowledge on humanities, social and economical science in solving problems	The student knows the basic rules: - preparation of oral and written presentations, - writing official letters, CVs and cover letters, - preparation and behavior during an interview, - conducting meetings and negotiations, - organization of receptions and behavior at the table, - good manners and appropriate dress, - ethics in business. The student has the competences needed to work in a group, always act ethically. The student is able to solve problems (tasks) in the area of humanities, social sciences and economic and business	[SU1] Assessment of task fulfilment [SU2] Assessment of ability to analyse information
	[K6_K02] can work in a team, assuming various roles, can act in a rational and ethical way	The student knows the basic rules: - preparation of oral and written presentations, - writing official letters, CVs and cover letters, - preparation and behavior during an interview, - conducting meetings and negotiations, - organization of receptions and behavior at the table, - good manners and appropriate dress, - ethics in business. The student has the competences needed to work in a group, always act ethically. The student is able to solve problems (tasks) in the area of humanities, social sciences and economic and business	[SK4] Assessment of communication skills, including language correctness [SK1] Assessment of group work skills
	[K6_W07] has a general knowledge on humanities, social and economical sciences. Knows the rules of creating the forms of personal entrepreneurship and economic activity, has knowledge on the protection of intellectual property rights and industrial property rights and copyrights	The student knows the basic rules: - preparation of oral and written presentations, - writing official letters, CVs and cover letters, - preparation and behavior during an interview, - conducting meetings and negotiations, - organization of receptions and behavior at the table, - good manners and appropriate dress, - ethics in business. The student has the competences needed to work in a group, always act ethically. The student is able to solve problems (tasks) in the area of humanities, social sciences and economic and business	[SW1] Assessment of factual knowledge

Subject contents	Ethical, social and legal aspects of personal communication, methods of solving problems and seeking answers to a given topic, developing issues taking into account goals and recipients, rules for writing theoretical, analytical, experimental and simulation works, graphic elements in written studies and public speeches, writing letters in English (letter layouts, phrases, etc.), rules for writing a CV and cover letters, verbal communication (communication rules, communication barriers, active listening, expressing opinions, asking questions, techniques for answering difficult questions), preparation for a job interview, course job interview, the main rules of public speaking, rhetoric, speech patterns, argumentation rules, basic types of arguments, rules for formulating problems, rules for discussing and conducting disputes, the most common mistakes made in Polish, advertising, propaganda, agitation, negotiations and negotiation rules, motives of human actions, psychological mechanisms of "self-defense" against internal and external threats, psychological tests, personality tests and profesiograms, non-verbal communication (distance zones, first impression, elements of non-verbal communication), dress codes for various occasions, official receptions, visiting tickets, invitations , rules of good behavior at parties, team management, delegation rules, motivating, business ethics

Prerequisites and co-requisites	presence, activity and commitment during group work

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
		60.0%	70.0%
		60.0%	30.0%

Recommended reading	Basic literature	D. L. Everett, Jak powstał język. Historia największego wynalazku ludzkości, Prószyński i S-ka, Warszawa 2019.
		Ł. Walewski, Przywitaj się z królową. Gafy, wpadki, faux pas i inne historie, Wydawnictwo SQN, Kraków 2015.
		D. Carnegie, Jak stać się doskonałym mówcą i rozmówcą, EMKA, Warszawa 2012.
		M. Oczkoś, Sztuka mówienia bez bełkotania i faflunienia, Wydawnictwo RF, Warszawa 2015.
		M. Trojanowski, Prezentacje i wystąpienia w biznesie, PWN. Warszawa 2019.
		I. Kamińska-Radomska, Kultura biznesu. Normy i formy, PWN, Warszawa 2020.
		V. van Edwards, Złam szyfr ludzkich zachowań, mtBiznes, Warszawa 2018.
		J. Donovan, TED. Jak wygłosić mowę życia, HELION, Gliwice 2016.
	Supplementary literature	websites and literature proposed by the teacher
	eResources addresses	PODSTAWY KOMUNIKACJI PERSONALNEJ - I stopnia - inżynierskie, niestacjonarne, 2020/2021 - zimowy - Moodle ID: 8686 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=8686
Example issues/ example questions/ tasks being completed	verbal communication, non-verbal communication, ethical, social, cultural and legal aspects of personal communication, development of messages taking into account the purpose and type of the message recipient, linguistic errors, rules for writing theoretical, analytical, experimental and simulation works, graphic elements in written studies and public speeches, rules writing a CV and cover letters, preparing for a job interview, rhetoric, dialectics, eristics, rules of public speaking, problem solving methods (case study, role playing, simulation games), forms of persuasive statements, negotiations and creative problem solving, types of motivation and effective motivation , successive team management and rules of delegating tasks, psychological defense mechanisms, psychological tests, personality tests, professions, ethics and savoir vivre in business, business ethics	
Work placement	Not applicable	