



## Subject card

Subject name and code	Fundamentals of Personal Communication, PG_00043721						
Field of study	Transport and Logistics, Transport and Logistics						
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			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 mgr inż. Wojciech Olszewski mgr inż. Celina Bójczuk					
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	15.0	30
	E-learning hours included: 0.0						
Podstawy komunikacji personalnej - Transport i logistyka I stopnia - inżynierskie, stacjonarne, 2020/2021 - zimowy - Moodle ID: 7128 <a href="https://enauczanie.pg.edu.pl/moodle/course/view.php?id=7128">https://enauczanie.pg.edu.pl/moodle/course/view.php?id=7128</a>							
Seminarium_Podstawy komunikacji personalnej_Celina Bójczuk - Moodle ID: 7127 <a href="https://enauczanie.pg.edu.pl/moodle/course/view.php?id=7127">https://enauczanie.pg.edu.pl/moodle/course/view.php?id=7127</a>							
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		17.0	50
Subject objectives	Acquainting with the basics of personal communication.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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
	[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	[SK1] Assessment of group work skills
	[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
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%	30.0%
		60.0%	70.0%

Recommended reading	Basic literature	<p>D. L. Everett, Jak powstał język. Historia największego wynalazku ludzkości, Prószyński i S-ka, Warszawa 2019.</p> <p>Ł. Walewski, Przywitaj się z królową. Gafy, wpadki, faux pas i inne historie, Wydawnictwo SQN, Kraków 2015.</p> <p>D. Carnegie, Jak stać się doskonałym mówcą i rozmówcą, EMKA, Warszawa 2012.</p> <p>M. Oczoś, Sztuka mówienia bez bełkotania i fałunienia, Wydawnictwo RF, Warszawa 2015.</p> <p>M. Trojanowski, Prezentacje i wystąpienia w biznesie, PWN. Warszawa 2019.</p> <p>I. Kamińska-Radomska, Kultura biznesu. Normy i formy, PWN, Warszawa 2020.</p> <p>V. van Edwards, Złam szyfr ludzkich zachowań, mtBiznes, Warszawa 2018.</p> <p>J. Donovan, TED. Jak wygłosić mowę życia, HELION, Gliwice 2016.</p>
	Supplementary literature	websites and literature proposed by the teacher
	eResources addresses	
Example issues/ example questions/ tasks being completed	<p>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</p>	
Work placement	Not applicable	