



Subject card

Subject name and code	Professional Communication, Writing and Reporting , PG_00066999						
Field of study	Smart Renewable Energy Engineering						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027		
Education level	second-cycle studies		Subject group		Optional subject group Humanistic-social subject group		
Mode of study	Full-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		English		
Semester of study	3		ECTS credits		1.0		
Learning profile	general academic profile		Assessment form		assessment		
Conducting unit	Department of Informatics In Management -> Faculty of Management and Economics -> Wydział Politechniki Gdańskiej						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Marta Szeluga-Romańska				
	Teachers						
Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	15.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
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		2.0		13.0	30
Subject objectives	The aim of the class is to teach the effective communication in professional business and project situations.						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
	[K7_K05] complies with legal regulations and standards related to renewable energy, including wind power, ensuring that energy installations and projects operate in accordance with current legislation		The student knows the multidimansional conditions of the project functioning.		[SK5] Assessment of ability to solve problems that arise in practice [SK3] Assessment of ability to organize work		
	[K7_U03] collaborates effectively in multidisciplinary teams, can communicate with team members, and coordinate activities in energy-related projects		The student can communicate efficiently in diversified teams.		[SU4] Assessment of ability to use methods and tools [SU1] Assessment of task fulfilment		
	[K7_U05] can produce concise, clear technical reports, documenting analytical findings and presenting them in report format		The student can create their own report.		[SU5] Assessment of ability to present the results of task [SU3] Assessment of ability to use knowledge gained from the subject		
	[K7_K03] has intercultural communication competencies, essential for international energy projects, and can collaborate effectively with individuals from various cultures and backgrounds, appreciating diversity		The student understands the specificity of cross-cultural communication.		[SK4] Assessment of communication skills, including language correctness [SK1] Assessment of group work skills		

Subject contents	1. Creation and analysis of the texts in the business environment.		
	2. Usage of experimental and critical thinking.		
	3. The choice of the proper form of the document, paragraphs' design, the choice of the adequate language, sentences, punctuation and phrases.		
	4. Correction, editing and the choice of the proper project document.		
	5. Communication in the cross-cultural environment.		
	6. Communication in hybrid teams - the tools, techniques and best practices.		
	7. Modern tools for communication.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	evaluated during classes	80.0%	50.0%
	evaluated during classes	80.0%	50.0%
Recommended reading	Basic literature	Communication for Business Success, Open Source Library https://open.umn.edu/opentextbooks/textbooks/business-communication-for-success	
	Supplementary literature	IEEE Transactions on Professional Communication, https://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=47	
	eResources addresses		
Example issues/ example questions/ tasks being completed	How to choose the proper form of document for the business purpose?		
Work placement	Not applicable		

Document generated electronically. Does not require a seal or signature.