



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 2026	Academic year of realisation of subject			2027/2028		
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 -> Faculties of Gdańsk University of Technology						
Name and surname of lecturer (lecturers)	Subject supervisor	dr Marta Szeluga-Romańska					
	Teachers						
Lesson types	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_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.			[SK1] Assessment of group work skills [SK4] Assessment of communication skills, including language correctness		
	[K7_U05] can produce concise, clear technical reports, documenting analytical findings and presenting them in report format	The student can create their own report.			[SU3] Assessment of ability to use knowledge gained from the subject [SU5] Assessment of ability to present the results of task		
	[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.			[SU1] Assessment of task fulfilment [SU4] Assessment of ability to use methods and tools		
	[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 multidimensional conditions of the project functioning.			[SK3] Assessment of ability to organize work [SK5] Assessment of ability to solve problems that arise in practice		

Subject contents	<p>Course content – exercises</p> <ol style="list-style-type: none"> 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%
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Recommended reading	Basic literature	<p>Communication for Business Success, Open Source Library</p> <p>https://open.umn.edu/opentextbooks/textbooks/business-communication-for-success</p>	
	Supplementary literature	<p>IEEE Transactions on Professional Communication, https://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=47</p>	
	eResources addresses		
Example issues/ example questions/ tasks being completed	How to choose the proper form of document for the business purpose?		
Practical activities within the subject	Not applicable		

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