



UNIwersYTET  
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W POZNANIU

## Professional communication workshops

### Educational subject description sheet

#### Basic information

<b>Study programme</b> Global Communication		<b>Didactic cycle</b> 2023/24
<b>Speciality</b> -		<b>Subject code</b> 09GLCS.18KU.02925.23
<b>Organizational unit</b> Faculty of Modern Languages and Literatures		<b>Lecture languages</b> English
<b>Study level</b> First-cycle programme		<b>Course type</b> Elective
<b>Study form</b> Full-time		<b>Block</b> Complementary major subjects
<b>Education profile</b> General academic		
<b>Subject coordinator</b>	Emilia Wąsikiewicz-Firlej	
<b>Lecturer</b>	Emilia Wąsikiewicz-Firlej	
<b>Period</b> Semester 4	<b>Activities and hours</b> • Workshops: 30, Graded credit	<b>Number of ECTS points</b> 4

#### Goals

Code	Goal
C1	presenting the characteristics of professional communications (i.e. participants, contexts, genres, vocabulary, registers)
C2	developing the ability to participate in various forms of professional communication in the workplace context
C3	developing the ability to search, analyse, select and evaluate information on various aspects of professional communication
C4	presenting the role of ethics in professional communication

## Subject learning outcomes

Code	Outcomes in terms of	Learning outcomes	Examination methods
<b>Knowledge - Student:</b>			
W1	has knowledge of the specificity of professional communication (i.e. content, participants, contexts, genres, vocabulary, registers)	GLC_K1_W04, GLC_K1_W08	Project, Portfolio
W2	understands and explains the principles of professional communication practice, basic communication strategies and their application in global communication	GLC_K1_W04, GLC_K1_W08, GLC_K1_W09	Project, Portfolio
<b>Skills - Student:</b>			
U1	can understand and participate actively in workplace communication conducted in English in global (international, multilingual, multicultural) contexts	GLC_K1_U07, GLC_K1_U09, GLC_K1_U10	Project, Portfolio
U2	can formulate complex oral and written utterances, using appropriate vocabulary and registers when participating in professional communication	GLC_K1_U07, GLC_K1_U09, GLC_K1_U10	Project, Portfolio
U3	can search, analyse, select and evaluate information on various aspects of professional communication by using various sources and methods of accessing them	GLC_K1_U04, GLC_K1_U10, GLC_K1_U14	Project, Portfolio
<b>Social competences - Student:</b>			
K1	is ready to update and develops their knowledge, skills and competences related to professional communication to ensure further professional development	GLC_K1_K01, GLC_K1_K02	Project, Portfolio
K2	is ready to initiate communication activities and builds interpersonal relations in linguistically and culturally diverse international professional settings	GLC_K1_K04, GLC_K1_K07	Project, Portfolio
K3	is ready to perform duties at work in a professional and ethical way	GLC_K1_K06	Project, Portfolio

## Study content

No.	Course content	Subject learning outcomes	Activities
1.	Recruitment process (CV, cover letter, interviews)	W1, W2, U1, U2, U3, K1, K2	Workshops
2.	Reports	W1, W2, U1, U2, U3, K1, K2	Workshops
3.	Professional presentations	W1, W2, U1, U2, U3, K1, K2	Workshops
4.	Meetings and discussions	W1, W2, U1, U2, U3, K1, K2	Workshops
5.	Negotiations	W1, W2, U1, U2, U3, K1, K2, K3	Workshops
6.	Relationship building and politeness at work in global contexts	W1, W2, U1, U2, U3, K1, K2	Workshops

## Additional information

Activities	Teaching and learning methods and activities
Workshops	Discussion, Work with text, Case study, Game/simulation, Workshop method, Project method, Audio and/or video demonstrations, Activating method - SWOT analysis, Work in groups

Activities	Credit conditions
Workshops	<p>- Attendance is obligatory. Two unjustified absences are allowed.</p> <p>- The final grade is the mean of partial grades (project, portfolio)</p> <p>- Detailed criteria for the assessment of written expression (portfolio: recruitment documents, report) and oral expression (one presentation, performance during a meeting and negotiation session):</p> <p>Very good (5,0): excellent language command, use of professional vocabulary, excellent communication skills and competences</p> <p>Good plus (4,5): very good command of a foreign language at the B2+ level, which enables the correct understanding of an oral or written statement, business vocabulary used with slight errors; very good communication skills and competences</p> <p>Good (4,0): good command of a foreign language at the B2+ level, language enabling correct understanding / comfortable reception of statements, good use of business vocabulary; good communication skills and competences</p> <p>Satisfactory plus (3,5): satisfactory use of language at a level close to B2+, rarely causing difficulty in understanding / uncomfortable reception of the student's speech or writing; satisfactory use of business vocabulary; satisfactory communication skills and competences</p> <p>Satisfactory (3,0): satisfactory use of a foreign language at a level close to B2+, satisfactory language skills, sometimes making it difficult to understand, rare use of business vocabulary, satisfactory competences</p> <p>Unsatisfactory (2,0): use of a foreign language at a level lower than B2, difficult to understand / uncomfortable reception of statements, lack of specialized vocabulary</p>

## Literature

### Obligatory

1. Cotton, D., Falvey, D., Kent, S. 2016. Market leader. Upper intermediate. London: Longman – Pearson Education
2. Evans, V. 2004. Successful writing. Upper-intermediate. Newbury: Express Publishing.
3. Mascull, B. 2002. Business vocabulary in use. Cambridge: CUP.

### Optional

1. Materials prepared by the tutor (authentic texts, audio/visual material)

## Calculation of ECTS points

Activities	Activity hours*
Workshops	30
Preparation for classes	10

Reading the indicated literature	30
Portfolio preparation	20
Preparation of a project	30
<b>Student workload</b>	<b>Hours</b> 120
<b>Number of ECTS points</b>	<b>ECTS</b> 4

\* academic hour = 45 minutes

## Efekty uczenia się dla kierunku

Kod	Treść
GLC_K1_K01	The graduate is ready to constantly update and improve their knowledge, skills and competence in interpreting cultural-linguistic-communicative phenomena and using them effectively
GLC_K1_K02	The graduate is ready to adopt a critical attitude towards the assimilated knowledge and common opinions, consult experts
GLC_K1_K04	The graduate is ready to undertake communication activities and co-create interpersonal relations in a professional environment, especially one that is linguistically and culturally diverse
GLC_K1_K06	The graduate is ready to carry out the tasks entrusted to them in a professional manner and observe professional ethics
GLC_K1_K07	The graduate is ready to participate consciously and responsibly in socio-cultural life, respecting traditions and cultural heritage and displaying an attitude of tolerance and understanding towards cultural, linguistic and communicative diversity
GLC_K1_U04	The graduate can search for, analyze, evaluate, select, evaluate and use information using a variety of sources and methods of obtaining it
GLC_K1_U07	The graduate can use communicative skills in oral and written form in the field of directional languages - English and Russian - at level B2+ of the Common European Framework of Reference for Languages
GLC_K1_U09	The graduate can use skills in preparing various types of speeches and leading discussions on issues relevant to the field of study, i.e., communicology, linguistics, literary studies, literary and cultural comparative studies
GLC_K1_U10	The graduate can use the skills of substantive argumentation (taking into account the views of other authors) and formulate their own opinions and express them in speech and writing
GLC_K1_U14	The graduate can use the acquired knowledge, skillfully apply various communication channels and techniques necessary to formulate and solve problems within the framework of professional duties
GLC_K1_W04	The graduate knows and understands functional diversity of communication, basic communication strategies and their applicability in the practice of global communication
GLC_K1_W08	The graduate knows and understands the complex nature of communication and language and their complexity and variability
GLC_K1_W09	The graduate knows and understands the essence of the functioning of institutions relevant to the area of professional activity related to the field of study