COURSE DESCRIPTION CARD - SYLLABUS

Course name

SPECIALIST ENGLISH LANGUAGE COURSE: PRESENTATION SKILLS

Course

Proposed by Discipline

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Type of studies

Doctoral School

Form of study

full-time

Year/Semester

I/2, II/4, III/6, IV/8

Course offered in

English

Requirements

elective

Number of hours

Lecture	Tutorials	Projects/seminars
	10	

Number of credit points

-

Lecturers

Responsible for the course/lecturer:
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Prerequisites

A student who selects and begins this course should have language competences at the B2-C1 level, enabling him/ her to both passively receive the transmitted content and actively participate in practical classes. Basic knowledge of social, interpersonal and public speaking communication, as well as the efficiency of computer design of computer presentations is the starting point for the preparation and delivery of effective scientific and business presentations. The student should also have the ability to obtain information from the indicated sources and be ready to cooperate as part of the team.

Course objective

Providing students with techniques for the preparation and delivery of an effective scientific and business presentation with the analysis of individual stages: content and organization, form and message, verbal and body language, audiovisual aids (with particular emphasis on designing, describing and interpreting graphs, diagrams, charts), ability to efficiently implement and use databases and statistics, use of source materials - respect for copyrights and prohibition of plagiarism. Developing students' skills to deal with the questions asked, participate in panel discussions and interact with the public.

Course-related learning outcomes

Knowledge

1. The student knows the techniques used to prepare and deliver an effective scientific and business presentation - the student knows how to adapt the content of the speech to the topic, time of the presentation and its audience.
2. The student knows how to organize a presentation efficiently taking into account the appropriate form, structure, message, verbal and body language.
3. The student knows the rules of preparing audiovisual aids (with particular emphasis on designing, describing and interpreting graphs, diagrams, charts), the ability to implement and use databases and statistics efficiently.
4. The student is able to use source materials - knows the rules of respecting copyright and the prohibition of plagiarism.
5. The student is able to deal with the questions asked, participate in discussions and interact with the public.

Skills

1. The student is able to prepare and deliver a scientific and business presentation.
2. The student is able to obtain information from literature, databases and other properly selected sources; is able to integrate the obtained information, interpret it, as well as draw conclusions and formulate and justify opinions.
3. The student is able to use information and communication techniques appropriate to the implementation of tasks typical for engineering activities.
4. The student has aquired the skills of communicating in a foreign language (also other than English), including the knowledge of elements of technical language in the field of sustainable construction.
5. The student is able to use various technical means to present an architectural and urban idea.

Social competences

1. The student is communicative in multimedia presentations.
2. The student understands the need to provide the audience with reliable and scientific knowledge.
3. The student understands the necessity to protect copyrights and the rules of professional ethics.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

PQF code	Methods for verification of learning outcomes	Assessment criteria
not applicable	The student actively takes part in tutorials answering teacher's questions, practicing and working on source materials - - activity during classes (presentation as a form of social communication, teamwork skills and presentation of its results).	Very good - 5.0 Good - 4.0 Satisfactory - 3.0 Unsatisfactory -2.0

not applicable	The student submits 1 final task according to specific criteria provided by a teacher - - preparation and delivery of presentations (individual work) or participation in the Oxford Debate (group work while maintaining individual roles). Passing threshold of 60%.	Very good - 5.0 Good - 4.0 Satisfactory - 3.0 Unsatisfactory - 2.0
not applicable	The student critically refers to the achievements within a given scientific discipline.	Very good - 5.0 Good - 4.0 Satisfactory - 3.0 Unsatisfactory - 2.0

Programme content

Improving presentation skills in higher education is crucial for both academic and professional success. The course provides key strategies for developing effective presentation skills.

The art of public speaking - techniques of preparing and delivering an effective scientific and business presentation. Editing the topic of the presentation and adapting the content to the topic, audience and time of speech. Structure and organization of the presentation and the Oxford debate. Form of communication, verbal language and body language (non-verbal communication in public speaking). Principles of designing and using audiovisual materials (with particular emphasis on designing in Power Point or Prezi, animation, describing and interpreting graphs, diagrams, charts), the ability to implement and use databases and statistics efficiently. Using source materials - rules of respecting copyright and prohibition of plagiarism. The art of dealing with the questions asked, participating in discussions and interacting with the audience.

Course topics

1. Techniques of preparing and delivering an effective scientific and business presentation.
2. Editing the topic of the presentation and adapting the content to the topic, audience and time of speech.
3. Structure and organization of the presentation and the Oxford debate.
4. Form of communication, verbal language and body language (non-verbal communication in public speaking).
5. Principles of designing and using audiovisual materials (with particular emphasis on designing in Power Point or Prezi, animation, describing and interpreting graphs, diagrams, charts).
6. The ability to implement and use databases and statistics efficiently. Using source materials - rules of respecting copyright and prohibition of plagiarism.
7. The art of dealing with the questions asked, participating in discussions and interacting with the audience.

Teaching methods

1. Seeking method:

- problem solving - classic method supported by the situational method, staging and simulation method, didactic games
- discussion - Oxford debate, round table debate (free exchange of views between students and the teacher), multiple discussion (in three phases: plenary, in groups and plenary summary)

2. Serving methods (problem solving and seminar form, work based on source materials, creative searching conversation in the teacher: student and student: student relationship).
3. Exposing method:
   - delivering a presentation or
   - participation in the Oxford debate

Bibliography

Basic

1. Szczuka-Dorna L, Vendome E., 2017. Introduction to Interpersonal Communication, Poznań Publishing House of Poznan University of Technology.
2. De Vito, J.A. 2014. The Essential Elements of Public Speaking. Pearson.
3. Comfort, J. 2008. Effective presentations. Oxford University Press.

Additional

1. Bradbury, A. 2010. Successful Presentation Skills. Kogan Page.
2. Ferguson Career Skills Library, 2009. Communication Skills, 3rd ed., Ferguson Publishing.
3. Steele, W.R. 2009. Presentation Skills. Outskirts Press.

Breakdown of average student's workload

	Hours	ECTS
Total workload	20	-
Classes requiring direct contact with the teacher	10	-
Doctoral student's own work (preparation for tutorials, preparation & completion of assessed tasks, consultations with the teacher)[1]	10	-

[1] delete or add other activities as appropriate