

Information sheet for the course Communication and Presentation in English

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>KMaREZ/lz23Vd/14</i>	Course unit title: <i>Communication and Presentation in English</i>
Type of course unit: <i>elective</i>	
Planned types, learning activities and teaching methods: <i>Lecture: 2 hours weekly/28 hours per semester of study; face to face</i> <i>Seminar:</i>	
Number of credits: <i>3</i>	
Recommended semester: <i>5th semester 3rd year</i>	
Degree of study: <i>I. (bachelor)</i>	
Course prerequisites: <i>"none"</i>	
Assesment methods: <i>Delivery of a presentation (80 points) (adequacy of the information, clear and logical expressions, logical sequence and structure of the presentation / the adequacy of expressing of emotions / comprehensibility and clarity of communicated information, fluency of speech, appropriate use of language with regard to audience and purpose of the presentation / compliance of non-verbal expressions with verbal speech, relaxation posture, gestures and facial expressions, appropriate eye contact with the audience / overall impression, naturalness of expression, credibility, contact with audience, ability to maintain the attention of the audience), evaluation of completed tasks (10 points), activity in exercises (10 points). Evaluation A - 91-100 points, Evaluation B - 82-90 points, Evaluation C - 73-81 points, Evaluation D - 64-72 points, Evaluation E - 55-63 points. Final evaluation: On the basis of points achieved. Credit will not be granted to a student who obtained a total of less than 55 points.</i>	
Learning outcomes of the course unit: <i>After completing the course, the student will gain an overview of the basic concepts and definitions. The student is able to explain the need for and function of communication and understands issues of verbal communication, nonverbal communication, the art of listening, principles of communication in the team and a group, assertive communication, communication in the organization, and so on. After successful completion of the subject, the student is able to competently communicate in various situations, to differentiate among communication styles, to apply various communication techniques, to communicate appropriately in intercultural environment and to deliver a successful presentation.</i>	
Course contents: <ol style="list-style-type: none"><i>1. Introduction to the study of the subject - the content of the subject, recommended literature, conditions for passing</i><i>2. Communications. Definition. Methods of communication. Communication model and its phases. Communication barriers. Principles of effective communication.</i><i>3. Verbal communication. Types of verbal communication. Language and communication competence. Principles of effective verbal communication.</i><i>4. Non-verbal communication. Kinesis. Eye contact. Mimics. Proxemics. Haptics. Gesture. Olfactics. Chronemics. Artifacts. Paralinguistics.</i><i>5. The art of listening. The process of listening. Active listening and active listening techniques. Barriers to effective listening.</i><i>6. Communication in a team / group. The definition of the concepts of group / team. Types of groups / teams. Strengths and weaknesses of team / group work. Characteristics of small groups. Principles of communication in groups / teams.</i>	

7. Assertiveness. Assertive communication. Passive communication. Aggressive communication.
8. Communication in organizations. Characteristics. Organizational culture. Principles of effective communication in organizations.
9. The use of media in communication. Written communication. Telephone communication. Computer aided communication. Teleconference. Strengths and weaknesses.
10. Intercultural communication. The importance of intercultural communication. The globalization of markets. Intercultural workforce. Culture-definition, characteristics. The cultural dimension. Work habits in selected countries.
11. Presentations. Preparatory phase. Structure. Visual aids. Presentation of graphs, tables and numerical data.
12. Student presentations.
13. Student presentations.

Recommended of required reading:

Forsyth, P. – Kay, F.: The Art of Successful Communication. The Institution of Engineering and Technology, London 2008

Heller, R. – Hindle T.: Communicate Clearly. DK Essential Managers. Dorling Kindersley, London 1999

Hindle, T.: Negotiating skills. DK Essential Managers. Dorling Kindersley, London 1998

Lustig, M. W. – Koester, J.: Intercultural Competence: interpersonal communication across cultures. Pearson Education Ltd., Longman 2010

Sweeney, S.: English for Business Communication. Cambridge University Press, Cambridge 1997

Taylor, S.: Communication for Business: A Practical Approach. Pearson Education Ltd., Longman 2005

Tourish, D. – Hargie, O.: Communication in Organizations. Routledge, London 2004

Wood T. J.: Communication Mosaics: An Introduction to the Field of Communication. Learning, Wadsworth / Cengage 2011

Language: *English*

Remarks:

The course is offered in the winter semester of the third year of full-time undergraduate studies and in the winter semester of the fourth year of external undergraduate studies. This course is elective. The number of students in a seminar laboratory group ranges from 15 to 18 students.

Evaluation history:

A	B	C	D	E	FX
30.43	34.78	26.09	4.35	4.35	0.0

Lectures: *Mgr. Monika Gullerová, PhD.*

Last modification: *18.06.2014*

Supervisor: *doc. Mgr. Sergej Vojtovič, DrSc.*