



### MODULE DESCRIPTION

Module code	full-time studies:	<b>Z-ZIP1-E-701a</b>
	part-time studies:	<b>Z-ZIPN1-E-701a</b>
Module name	<b>Self - Presentation and Public Speaking</b>	
Module name in Polish	<b>Autoprezentacja i wystąpienia publiczne</b>	
Valid from academic year	<b>2019/2020</b>	

### MODULE PLACEMENT IN THE SYLLABUS

Field of study	<b>MANAGEMENT AND PRODUCTION ENGINEERING</b>
Level of education	<b>1st degree</b>
Studies profile	<b>General</b>
Form and method of conducting classes	<b>Full-time and Part-time</b>
Specialisation	<b>All</b>
Unit conducting the module	<b>Department of Management and Marketing</b>
Module co-ordinator	<b>Katarzyna Kiliańska, MSc</b>
Approved by:	<b>Dariusz Bojczuk, PhD, DSc</b>

### MODULE OVERVIEW

Type of subject / group of subjects	<b>Basic</b>
Module status	<b>Non-compulsory</b>
Language of conducting classes	<b>English</b>
Module placement in the syllabus - semester	<b>Semester VII</b>
Initial requirements	<b>No requirements</b>
Examination (YES/NO)	<b>NO</b>
Number of ECTS credit points	<b>1</b>

Method of conducting classes		Lecture	Classes	Laboratory	Project	Other
Per semester	full-time studies:		<b>15</b>			
	part-time studies:		<b>9</b>			

## TEACHING RESULTS AND THE METHODS OF ASSESSING TEACHING RESULTS

Category	Symbol	Learning outcomes	Assignations to the directional learning outcomes
Knowledge	W01	A student has knowledge of the basics of organization management and sees the role of public speaking in a manager's work.	ZIP1_W13
	W02	A student has knowledge of self-presentation and public speaking, recognizes the importance of these skills in running a business and managing people.	ZIP1_W17
Skills	U01	A student is able to formulate his opinions and convey them in a way that is understandable to others. He can argue and justify his decisions.	ZIP1_U01
	U02	A student is able to work both individually and in a working team. He can manage time and determine the time necessary to effectively transfer information to others in the process of interpersonal communication.	ZIP1_U02
	U03	A student has the ability to self-educate, acquire new social skills in the field of self-presentation, influence others, communicate, assertiveness, in order to efficiently solve problems and improve professional competences.	ZIP1_U06
	U04	A student is able to prepare and present a multimedia presentation to discuss a selected problem and improve the quality of his interpersonal communication.	ZIP1_U04
Social competences	K01	A student understands the need for continuous improvement of their professional competences in the field of self-presentation of public speaking. Is aware that in the modern labor market these skills are useful throughout the entire period of professional activity.	ZIP1_K01
	K02	A student is aware that when formulating his opinions, one should take into account generally accepted ethical principles. During public speaking, A student shows respect for the diversity of views and cultures.	ZIP1_K03
	K03	A student is aware that functioning in a company requires taking responsibility for your words and behavior. He is ready to subordinate his behavior to the rules prevailing in a given enterprise.	ZIP1_K04
	K04	A student is aware of the social role of a technical university graduate. He understands the need to correctly formulate opinions about a technical university in the public forum.	ZIP1_K06

## TEACHING CONTENTS

Method of conducting classes	Teaching contents
Classes	<p>Verbal and non-verbal communication. Communication barriers.            Reading and speaking practice. Voice expression and modulation training.            Features of a good speaker. Active listening.            Stress and fear of public speaking.            Types and structure of public speaking. Adjusting the language to the perception of the audience.            Defining the purpose and topic of the public speech. Planning of presentations, preparation of props and visual aids. Errors in public speaking.            Obtaining feedback from the audience.            Self-presentation and delivering speeches by students - skills training.</p>

## METHODS OF ASSESSING TEACHING RESULTS

Symbol	Methods of checking the learning outcomes (select X)					
	Oral exam	Written exam	Test	Project	Statement	Other
W01			X			
W02			X			
U01			X			
U02			X			
U03			X			
U04						X
K01						X
K02						X
K03						X
K04						X

## FORM AND CONDITIONS OF PASSING

Form of classes	Form of credit	Passing conditions
Classes	Credit with grade	Obtaining at least 50% of the points from the test written during the last class. Preparation of a public speech that will be assessed by the students and the teacher. After the speech, its outline should be handed over to the teacher.

## STUDENT WORKLOAD

Balance of ECTS points												
No.	Type of student's activity	Student's workload										Unit
		full-time					part-time					
		Lc	C	Lb	P	O	Lc	C	Lb	P	O	
1.	Participation in the activities		15					9				h
2.	Other (consultation, exam)		2					2				h
3.	<b>Number of hours of a student's as- sisted work</b>	<b>17</b>					<b>11</b>					h
4.	<b>Number of ECTS credit points which are allocated for assisted work</b>	<b>0,7</b>					<b>0,4</b>					ECTS
5.	<b>Number of hours of a student's un- assisted work</b>	<b>8</b>					<b>14</b>					h
6.	<b>Number of ECTS credit points which a student receives for unassisted work</b>	<b>0,3</b>					<b>0,6</b>					ECTS
7.	<b>Work input connected with practical classes</b>	<b>25</b>					<b>25</b>					h
8.	<b>Number of ECTS credit points which a student receives for practical classes</b>	<b>1,0</b>					<b>1,0</b>					ECTS
9.	<b>Total number of hours of a stu- dent's work</b>	<b>25</b>					<b>25</b>					h
10.	<b>Punkty ECTS za modul</b> <i>1 ECTS=25 hours</i>	<b>1</b>										ECTS

## LITERATURE

1. Anderson C. (2016), *TED Talks: The Official TED Guide to Public Speaking*, Houghton Mifflin Harcourt.
2. Osborn M., Osborn S., Osborn R., Turner K.J. (2014), *Public Speaking: Finding Your Voice*, Pearson.
3. Karia A. (2015), *Speaking: Storytelling Techniques for Electrifying Presentations*, CreateSpace.
4. Carnegie D. (2007), *The Art of Public Speaking*, Cosimo Classics.