SYLLABUS

1. Data about the program of study

1.1	Institution	The Technical University of Cluj-Napoca
1.2	Faculty	Faculty of Civil Engineering
1.3	Department	
1.4	Field of study	Civil Engineering
1.5	Cycle of study	Bachelor of Science
1.6	Program of study/Qualification	Civil engineering - English medium/Engineer
1.7	Form of education	IF-Full time attendance
1.8	Subject code	

2. Data about the subject

2.1	Subject name	Communication Techniques					
2.2	Subject area	CT 1-3					
2.3	Course responsible/lecturer	Assoc.Prof. Ruxanda Literat, PhD					
2.4	Teachers in charge of seminars	Assoc.Prof. Ruxanda Literat, PhD					
2.5 Year of study	4	2.6 Semester	2	2.7 Assessment	C	2.8 Subject category	DOP

3. Estimated total time

3.1 Number of hours per week	2	3.2 of which, course:	1	3.3 applications:	1
3.4 Total hours in the curriculum	104	3.5 of which, course:	14	3.6 applications:	14
Individual study					Hours
Manual, lecture material and notes, bibliography					20
Supplementary study in the library, online and in the field					14
Preparation for seminars/laboratory works, homework, reports, portfolios, essays					28
Tutoring					6
Exams and tests					4
Other activities					4

3.7	Total hours of individual study	76
3.8	Total hours per semester	104
3.9	Number of credit points	4

4. Pre-requisites (where appropriate)

4.1	Curriculum	
4.2	Competence	B1/B2 English language skills level

5. Requirements (where appropriate)

5.1	For the course	Attendance of minimum 40% courses/lectures
5.2	For the applications	Compulsory attendance and accomplishment of lab tasks

6. Specific competences

Professional competences	- Developing verbal and nonverbal, written and oral strategies and techniques involved in the professional relationships and communication setting; - Analysis and production of some basic document types, introduction into project writing, writing summaries; - Oral presentation protocol: the speaker, the topic, the introduction, development and conclusion of the presentation, relationship of the speaker with the audience; - Improving fluency and accuracy in oral presentation.
Cross competences	**CT-1** Applying the values and the ethics of the profession of engineer and the responsible execution of the professional duties under limited autonomy and qualified assistance. Promoting the logical reasoning, convergent and divergent, the practical applicability and the assessment and self-evaluation decisions. **CT-2** Achieving the activities and the teamwork practice at different hierarchical levels. Promoting a spirit of initiative, dialogue, cooperation, positive attitude and respect for others, diversity and multiculturalism, and the continuous personal improvement. **CT-3** Objective self-evaluation of the need of continuous training for labour market insertion and the accommodation to its dynamic requirements for personal and professional development. Effective use of language skills and knowledge of information technology and interpersonal communication.

7. Discipline objectives (as results from the *key competences gained*)

7.1	General objective	Communication in a professional setting; develop a personal approach on verbal and non-verbal communication.
7.2	Specific objectives	- Be able to find sources, to organise and arrange them and to use them for the defined communication purpose; - Be able to make a logical presentation, considering the basic language signposts and techniques; - Be able to handle questions in varied communication contexts; - Use language skills with more efficiency for personal and professional development

8. Contents

1.	Communication for engineers. Using words, phrases and sentences to communicate.			
2.	Communication in the globalizing world. Global vs. local. General/Specialized language features.			
3.	The communication process. Elements of interpersonal communication. Theories of communication.			
4.	Types of messages. Difficulties in decoding messages.			
5.	Written and oral communication. The scientific discourse. Characteristics and differences.			
6.	Modalities of presenting written technical information. Types of documents.	Communicative and interactive teaching strategies Presentation Discussions	Video-projector
7.	Project writing			
8.	Oral presentations: the presenter, the audience, the topic/content.			
9.	The organizational pattern of a presentation. Developing the introduction and the conclusions. Handling questions.			
10.	Basic presentation techniques.			
11.	Visual supports: types of equipment and graphical representations.			
12.	Delivering the speech. Vocal delivery. Using language to style the speech.			
13.	Non-verbal communication: functions, types.			
14.	Intercultural communication			

Bibliography

Grănescu, M. & Adam, E., *Effective Academic and Technical Writing*, UTPRES, Cluj-Napoca, 2010.

Literat, R., *Dimensiuni ale comunicării*, Ed. Casa Cărții de Știință, Cluj-Napoca, 2004.

Literat, R., *Work with words, work with meanings*, U.T.Press, Cluj-Napoca, 2016.

De Vito, J., *The Interpersonal Communication Book*, Pearson Education Inc., 2007.

Literat, R., Course notes support and additional materials

8.2. Applications/Seminars		Teaching methods	Notes
1.	Types of messages in every-day and professional communication; exercises.		
2.	Types of messages in science and technology.		
3.	Presentation of different models of communication		
4.	Applying discursive techniques to facilitate encoding-decoding of messages.		
5.	Professional meetings: written and oral aspects; management of discussions - conversations.		
6.	Analysing written documents: requirements and constraints.	Practice, drills, Integrated skills, Presentation and applications	
7.	Note-taking and summarising – exercises.		
8.	Commenting on two presentation samples.		
9.	The content and the audience: writing slides, graphs, charts; writing the spoken text for the frame/image.		
10.	Practising with basic techniques: emphasizing, focusing, softening, repetition.		
11.	The presenter: exercises and drill with paralanguage and nonverbal cues.		
12.	Questioning. Oral presentation evaluation criteria.		
13.	Oral presentations delivered in front of the group.		

14.	Oral presentations delivered in front of the group.		

Bibliography

Powell, M., *Presenting in English*, Language Teaching Publications, 1997.

Adcock, P. & Callow, I., *The Presenter's Handbook: How to give a captivating performance*, 2012.

*** Virtual and paper teaching materials

9. Bridging course contents with the expectations of the representatives of the community, professional associations and employers in the field

Improved communication skills will enable the graduate to more flexibly integrate to the labour market and to take part in more complex professional activities.

10. Evaluation

Activity type	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
Course	Understanding and applying communication approaches and issues presenting in the courses	Written test	40%
Applications	Ability to communicate fluently the message	Oral presentation, Student assignment portfolio	40% 20%
10.4 Minimum standard of performance: attendance and accomplishment of lab tasks fulfilled at minimum 80%.			
Final mark: written test (T) 0.4 + oral presentation (OP) 0.4 + portfolio (P) 0.2			

Date of filling in   Teacher in charge of course and seminars
                                                                    Assoc.Prof. Ruxanda Literat, PhD

3 October 2016

Date of approval in the department   Head of department
                                                                    Assoc.Prof. Ruxanda Literat, PhD

5 October 2016