

SYLLABUS

1. Data about the program of study

1.1	Institution	The Technical University of Cluj-Napoca
1.2	Faculty	Faculty of Machine Building
1.3	Department	Modern Languages and Communication
1.4	Field of study	Machine Building and Mechatronics
1.5	Cycle of study	Bachelor of Science
1.6	Program of study/Qualification	Robotics + Technology of Machine Building - 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	Conf. dr. Ruxanda Literat						
2.4	Teachers in charge of seminars	Conf. dr. Ruxanda Literat, Asist.dr. Maria Olt						
2.5	Year of study	1	2.6 Semester	2	2.7 Assessment	C	2.8 Subject category	O/DC

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						12
Supplementary study in the library, online and in the field						2
Preparation for seminars/laboratory works, homework, reports, portfolios, essays						7
Tutoring						-
Exams and tests						3
Other activities						-
3.7	Total hours of individual study	24				
3.8	Total hours per semester	52				
3.9	Number of credit points	2				

4. Pre-requisites (where appropriate)

4.1	Curriculum	
4.2	Competence	B1 English language skills level

5. Requirements (where appropriate)

5.1	For the course	Attendance of minimum 60% courses/lectures
5.2	For the applications	Compulsory attendance and accomplishment of lab tasks

6. Specific competences

Professional competences	<ul style="list-style-type: none"> - 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/interview protocol: the speaker, the topic, the relationship of the speaker with the audience/interlocutor; - Improving fluency and accuracy in oral interactions.
Cross competences	<p>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.</p> <p>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.</p> <p>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.</p>

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	<ul style="list-style-type: none"> - 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 participate effectively in job interviews and professional conversations, handling 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.	Communicative and interactive teaching strategies Presentation Discussions	Video-projector
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.		
7.	Project writing		
8.	Oral presentations: the presenter, the audience, the topic/content.		
9.	The organizational pattern of a presentation. Basic techniques.		
10.	Visual supports. Delivering the speech.		
11.	Dyadic interpersonal communication. Conversational management and problems.		
12.	Interviewing for a job. Structure, conventions and preparation.		
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.

DeVito, J., *The Interpersonal Communication Book*, Pearson Edu., 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.	Practice, drills, Integrated skills, Applications Performances	
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.		
7.	Note-taking and summarising – exercises.		
8.	Writing a CV		
9.	Formal letters. Letter of application.		
10.	Practising with basic techniques. Writing the verbal support for a diagram.		
11.	Stages in developing a professional conversation.		
12.	Practising with job interviews. Evaluation criteria.		
13.	Exercises and drills with paralanguage and non-verbal cues.		
14.	Commenting on several intercultural situations. Differences and interpretation. Oral test		

Bibliography

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

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

*** 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 test, 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 test (OT) 0.4 + portfolio (P) 0.2			

Date of filling in

Teacher in charge of course

Teacher in charge of seminars

Conf.dr. Ruxanda Literat

Conf. dr. Ruxanda Literat

3 October 2016

Asist.dr. Maria Olt

Date of approval in the department

Head of department

Conf.dr. Ruxanda Literat

5 October 2016