


Data:	PROFCOM. BA. Nr. 349 / Examination number: 60701	Version: 29.06.2022 	Start Year: WiSe 2022
Module Name: (English):	Professional Communication		
Responsible:	Jacob, Mark / Dr. Polanski, Katja		
Lecturer(s):	Jacob, Mark / Dr.		
Institute(s):	International Centre/ Languages		
Duration:	1 Semester(s)		
Competencies:	The module introduces participants to fundamental principles and practices of communication. Participants familiarize themselves with essential linguistic features and typical structures of oral and written texts. They acquire strategies to cope with various oral and written communication situations in academic and professional contexts. They are able to present content and to communicate in a way that is specific and suitable for the type of text and context and to argue their own point of view in a variety of situations. The module is taught in English.		
Contents:	<ul style="list-style-type: none"> • Analysis of a variety of written and oral texts • Fundamentals of professional communication, e.g. communication theory, formal and informal communication, verbal and nonverbal communication • Aspects of English grammar and stylistics • Preparation of written texts, e.g. forms of digital communication, application documents, report, argumentative essay • Presenting • Simulation of oral communication situations, e.g. job interview, moderation of and participating in group discussions 		
Literature:	<p>Selected teaching material.</p> <p><i>The participants are also expected to have read the following textbooks:</i> Adler, R.B; Rodman, G.R; Athena DuPré, A. Understanding Human Communication (2019) Oxford ; New York: Oxford University Press Marquet L.D. (2020) Leadership Is Language: The Hidden Power of What You Say--and What You Don't. 1st Ed. New York: Portfolio/Penguin</p>		
Types of Teaching:	Seminar (4 SWS)		
Pre-requisites:	Recommendations: General English level B2		
Frequency:	each semester		
Requirements for Credit Points:	For the award of credit points it is necessary to pass the module exam. The module exam contains: AP: Portfolio exam consisting of 4 mandatory assignments covering written and oral communication situations as well as receptive and productive skills AP: Active participation in at least 80% of the classes and completion of self-study tasks		
Credit Points:	6		
Grade:	The Grade is generated from the examination result(s) with the following weights (w): AP: Portfolio exam consisting of 4 mandatory assignments covering written and oral communication situations as well as receptive and productive skills [w: 1]		
Workload:	The workload is 180h. It is the result of 60h attendance and 120h self-studies. Self-study includes preparation and follow-up work for in-class instruction, literature review, completion of tasks and portfolio exam assignments.		