



UNIVERSITY OF NIŠ

Course Unit Descriptor

Faculty

Faculty of Mechanical Engineering

GENERAL INFORMATION

Study Program	Mechanical Constructions, Development and Engineering		
Study Module (if applicable)	-		
Course Title	Communication and presentation techniques		
Level of Study	<input type="checkbox"/> Bachelor	<input checked="" type="checkbox"/> Master's	<input type="checkbox"/> Doctoral
Type of Course	<input type="checkbox"/> Obligatory	<input checked="" type="checkbox"/> Elective	
Semester	<input type="checkbox"/> Autumn	<input checked="" type="checkbox"/> Spring	
Year of Study	I		
Number of ECTS Allocated	6		
Name of Lecturer/Lecturers	Miloš D. Milovančević, Dragoljub B. Đorđević, Jelena D. Stefanović-Marinović		
Teaching Mode	<input checked="" type="checkbox"/> Lectures	<input type="checkbox"/> Group tutorials	<input type="checkbox"/> Individual tutorials
	<input checked="" type="checkbox"/> Laboratory work	<input checked="" type="checkbox"/> Project work	<input checked="" type="checkbox"/> Seminar
	<input type="checkbox"/> Distance learning	<input type="checkbox"/> Blended learning	<input type="checkbox"/> Other

Purpose and Overview (max. 5 sentences)

Students should clearly identify the forms of communication, especially interpersonal specificity communication. An important outcome of the case relates to mastering the skills of verbal and non-verbal communication. In verbal communication, the emphasis is on developing rhetorical skills, as orally business communication dominates business written statements. Students should learn the fear of public performance and other problems in the process of mastering communication.

Syllabus (brief outline and summary of topics, max. 10 sentences)

The development of the theory of communication. Models and types of communication. Identifying and overcoming challenges and barriers to communication. Preparation for business communication. Creating a good impression. Communication, "face to face". Preliminary, main and final phase of the business conversation. The system of marketing communications. Developing a marketing communications strategy. Skills of listening and reacting. Communication with different types of people. Solving the conflict. Gaining trust. Involving people in dialog. Presentation skills. Negotiation skills. Written communication (letter, CV, reports, proposals ...). E-communication. Nonverbal Communication: posture and attitude, look, handling, speech face and body, professional images and dress code. Intercultural communication. Communication with consumers - consumer marketing.

Language of Instruction

- Serbian (complete course) English (complete course) Other _____ (complete course)
- Serbian with English mentoring Serbian with other mentoring _____

Assessment Methods and Criteria

Pre exam Duties	Points	Final Exam	Points
Activity During Lectures	5	Written Examination	50
Practical Teaching	10	Oral Examination	Max. 35 (depending on Teaching Colloquia)
Teaching Colloquia	35	Overall Sum	100

***Final examination mark is formed in accordance with the Institutional documents**