

**Instructor:** Dr hab. Michał Garcarz, prof. UW.   
**IFA:** DSM II

**Elective Course:**

**COMMUNICATION IN PROGRESSION:  
INTERNATIONAL BUSINESS AND PROFESSIONAL ACTIVITY**

*Winter semester, 30 hrs*

**COURSE DESCRIPTION:** To successfully proceed with challenges in any today's business and/or professional endeavor, one has to find, understand, and learn language means and techniques of efficient communication leading to achieving the aimed goals, on the one hand, and, on the other hand, the same 'one' has to minimize the threat of derailing communication as such. Today's social studies, psychology and neurolinguistics still lack accurate instruments which would bring us closer to answering the question: "how to avoid miscommunication" (?), and so, we should pay a greater attention to communication obstacles and barriers, as well as to our personal business communication weaknesses to effectively send our message through to the desired addressee(s).

Professional communication is never individual; this is a group/team activity and in the end it usually takes the binary form: "either" vs. "or": to cooperate ("to win") or to confront ("to win not") with others. This course will cover various professional and business communication issues, such as *i.e.* language strategies, team building and maintaining good interpersonal relations, conducting negotiations, finding ways of assessing and motivating people in organization, time management, and business etiquette which are altogether essential for business people to find their way around the communication "jams" in professional activity. Having in mind the Polish geographical situation of possible business endeavors we're going to discuss throughout the course, the potential course participants' **full command of Polish is obligatory and expected.**