



Etiquette

ECTS: 0,5

SUBJECT MATTER CONTENT

LECTURE

Basic issues concerning the principles of savoir-vivre in everyday life (courtesy phrases, greetings, talking on the phone, basic principles of etiquette and precedence in public places) University etiquette (precedence, titles, correspondence rules). Business etiquette (adapting the outfit to the circumstances, rules of presentation, preparation for an interview).

TEACHING OBJECTIVE

The aim of the lectures is to familiarize students with selected issues concerning the principles of savoir-vivre. Students will be introduced to the elements of everyday, academic and business etiquette.

DESCRIPTION OF THE LEARNING OUTCOMES OF THE COURSE IN RELATION TO THE DESCRIPTION OF THE CHARACTERISTICS OF THE SECOND LEVEL LEARNING OUTCOMES FOR QUALIFICATIONS AT LEVELS 6-8 OF THE POLISH QUALIFICATION FRAMEWORK IN RELATION TO THE SCIENTIFIC DISCIPLINES AND THE EFFECTS FOR FIELDS OF STUDY:

Symbols for outcomes related to the discipline:

R/WA_P7S+++

Symbols for outcomes related to the field of study:

A.U15. +, C.W2. +, K.9.+, A.U12. +, K.2.+, C.U4. +, A.W22. +

LEARNING OUTCOMES:

Knowledge:

W1 – Knows and understands the basic rules governing interpersonal relationships in private life and professional relationships.

Skills:

U1 – He can communicate in a way that meets the requirements of language standards. He can apply the rules of etiquette and courtesy in social and professional life. He is able to cooperate and work in a group, assuming various roles in it.

Social competence:

K1 – Is aware of the importance of the rules of etiquette in interpersonal relations. They are prepared to represent an open attitude towards different phenomena, beliefs and judgments, and to remain open to other people's views, understanding the need for continuous training.

TEACHING FORMS AND METHODS:

Lecture(W1;U1;K1):Lecture with multimedia presentation and seminar components

Legal acts specifying learning outcomes:
682/2020
Disciplines: Veterinary science
Status of the course:
Group of courses:
Code: ISCED 0841
Field of study: Veterinary Medicine
Scope of education:
Profile of education: General academic
Form of studies: full-time
Level of studies: uniform master's studies
Year/semester: 2/3

Types of classes: Lecture
Number of hours in semester: Lecture: 4.00
Language of instruction: Polish
Introductory subject: -
Prerequisites: Knowledge of the basic principles of interpersonal relations

Name of the organisational unit conducting the course: Instytut Historii
Person responsible for the realization of the course: dr Małgorzata Chudzikowska-Wołoszyn
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Additional remarks: -

FORM AND CONDITIONS OF VERIFYING LEARNING OUTCOMES:

Lecture (Competention test) - Competency test checking knowledge about the rules of functioning in interpersonal relations, the ability to properly shape interpersonal relations and the suitability of the principles of proper entering into social interactions for shaping the student's social environment. -

Lecture (Evaluation of the work and cooperation in the group) - Student activity during the lecture - participant conversation, activity in the discussion related to the topic of the lecture. -

BASIC LITERATURE:

1. Pietkiewicz E., *Etykieta menadżera czyli sztuka dobrych manier w prowadzeniu interesów*, Wyd. Lettrex, R. 1990
2. Szymczak W. F., *Etykieta w biznesie i administracji publicznej z elementami protokołu dyplomatycznego*, Wyd. Difin, R. 2018
3. Benoit Ch., *Savoir-vivre dla zaawansowanych*, Wyd. KDC, R. 2008
4. Bortnowski A., *Współczesny savoir-vivre kluczem do sukcesu. Praktyczne rady dyplomaty*, Wyd. Adam Marszałek, R. 2009
5. Kuspys P., *Sztuka dyplomacji i dobrego tonu*, Wyd. Zysk i S-ka, R. 2012

SUPPLEMENTARY LITERATURE:

1. Bridges J., *Być dżentelmenem. Savoir-vivre nowoczesnego mężczyzny*, Wyd. PAX Instytut Wydawniczy, R. 2011
2. Simpson-Giles, *Być damą. Savoir-vivre nowoczesnej kobiety*, Wyd. PAX Instytut Wydawniczy, R. 2011
3. Zbiorowy, *Savoir-vivre. Poradnik dobrego wychowania*, Wyd. Buchmann Sp. z o.o., R. 2012

