

# EFFECTIVE COMMUNICATION TECHNIQUES (1<sup>st</sup> year, 2<sup>nd</sup> semester)

**Credit value (ECTS) 2**

## **Course category**

Optional

## **Course holder:**

**PhD, Assoc. Prof. Carmen Olguța BREZULEANU**

## **Discipline objectives (course and practical works)**

The course aims to develop and acquire the conceptual framework of human communication and learning problems; skills to communicate effectively in different life situations; acquiring creative communication techniques; development of empathic capacity between students and teachers.

During the practical works we have in view the acquisition of skills for: correct and productive methods of communication and learning; cultivating positive attitudes towards learning.

## **Contents (syllabus)**

<b>Course (chapters/subchapters)</b>
<b>Modern techniques of information:</b> techniques of extracting the essential from specialized books; Technical information through computer; technique of critical reading of a scientific article; book review.
<b>Effective learning and learning styles:</b> self diagnosing learning.
<b>Learning style:</b> classification and identification of learning styles
<b>Elements of an effective learning training:</b> stages, general rules and conditions optimal learning strategy, learning disorders.
<b>Making an essay:</b> steps in developing an essay, choosing the theme, collection of plan essay, writing essay.
<b>Management of time for study:</b> basic principles and techniques of time organization and management for study, time resource utilization, development of schedule for weekly activities.

<b>Practical works</b>
Effective learning techniques: Examples of programs, learning strategies
Exam preparation guide
Technique of documentation
Technique of drawing up essays
Technique of drawing up reports
Form of writing and editing of a project
Technique of drawing up a CV

## Bibliography

1. Brezuleanu Carmen Olguța – Comunicare și negociere, Editura ” Ion Ionescu de la Brad” Iași, 2015
2. Cucos .C.- Timp și temporalitate în educație. Elemente pentru un management al timpului școlar, Iași, Editura Polirom, 2002.
3. Lemeni, G.- Strategii de învățare în consiliere educațională, Cluj-Napoca, Editura Ardealul, 2001

## Evaluation

Evaluation form	Evaluation Methods	Percentage of the final grade
Exam	Oral examination	60%
Appreciation of the activity during the semester	Oral assessment during the semester; colloquium.	40%

## Contact

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