



In-service Teachers' Training Centre in Koszalin

# **PORTFOLIO OF KEY COMPETENCES OF AN EUROPEAN TEACHER**



DG Edukacja i Kultura  
Program „Uczenie się przez całe życie”  
Grundtvig

# COMMUNICATIVE COMPETENCE

## SUB-COMPETENCES:

1. precise thought building
2. verbalizing and understanding various points of view
3. non-verbal communication
4. listening
5. ability to speak a foreign language



# Precise thought building

## Definition

The ability to build precise thoughts is a factor of the communication process. Such an ability to form clear, proper and precise thoughts includes:

- language communication
- language culture
- language skills in speaking and writing
- language register
- text composition
- inner order as well as language correctness



# Precise thought building



## Sub-competence skills:

- precise choice of words and forming logical, correct sentences in speaking and writing
- using various written, spoken and graphic forms
- outlining the most important elements of utterance-ability to summarize texts
- ability to use the language of chosen subjects, for example: biological terminology
- ability to form thoughts, opinions, views



# Verbalizing and understanding various points of view



## Definition:

Verbalizing and understanding different points of view means a set of skills to build your own opinions precisely and, at the same time tolerate other views and opinions, the art of evaluating and fluent discussion, giving your own arguments and understanding counter arguments.



# Verbalizing and understanding various points of view

## Sub-competence skills:

- getting to know opinions and views of other people
- understanding the sense and variety of views, opinions and attitudes
- discussion on chosen topic
- precise building of opinions
- concise, logical and interesting form of arguments and counter arguments



# Non-verbal communication

## Definition

**Non-verbal communication** , often described as a body language is a set of gestures and non-verbal communication, both sent and received by people. They are meant to inform about basic emotional states, intentions and expectations on the part of the speaker, their social states, background, education level , individual personality features, etc.



# Non-verbal communication



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## Sub-competence skills:

The ability to communicate is possible thanks to :

- facial expressions
- eye contact
- gestures
- body positions and touch
- spatial relationships



# Listening

## Definition

In effective communication both speaking and listening are important. However, this second ability is more difficult to learn. Unfortunately it is also one of the abilities which are weakly developed by people.

There are advantages of effective listening:

- it permits everybody to understand other people
- it gives impression that interlocutors and their opinions are important to the speaker
- it has a therapeutic value
- it is very useful when negotiating



# Listening

## Sub-competence skills

Abilities to:

- ask questions
- listen to an interlocutor while breaking his/her speech
- show that a somebody understands what the second person is speaking about
- accept the other person's feelings
- listen to the interlocutor's intonation
- evaluate and give advice



# Ability to speak a foreign language

## Definition

A foreign language is the best tool for communication among people of different countries and a real base of interpersonal contacts. It is also a useful tool for people to develop their abilities and to express their opinions, feelings and thoughts.



# Ability to speak a foreign language

## Sub-competence skills:

- using the basic linguistic resources
- speaking comprehension
- writing comprehension
- speaking and writing productions
- reacting in standard and non-standard situations
- processing other people's statements



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*Thank you*