



INTERNATIONAL COMMUNICATION

– English for business travel related meetings and negotiations

Contents

- Phraseology and vocabulary
- Participant roles; Preparation, attending and follow-up of meetings and negotiations
- Role play and simulation practice
- Written documents: notice, agenda, memo and minutes of meeting
- Current articles on business meetings and negotiations

Methods

During the course the participants

- activate their language skills
- enhance their vocabularies and meetings/negotiations phraseology
- discuss and practice meeting and negotiation skills
- discuss travel industry related topics in role play and simulation practice
- write documents related to meetings and negotiations

The students participate in weekly/bi-weekly meetings and practice their English language skills for meeting and negotiation situations. They will do some reading and writing to prepare for each lesson and also contribute to the contents with bringing in current articles and issues for discussion.

The teacher marks the written documents handed in and they will be discussed in class. Each participant will in turn write a memo of the lessons given.

Materials

The students receive a course material package in beginning of the course. During the course the students contribute to the material used in class. Web-based material will also be used.

Timetable

Meeting time on Wednesdays, starting at 16:30, Scandic Hotel Marski, Mannerheimintie 10.

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| 1. 17 September | Introductions; Meetings vs. Negotiations (90 min) |
| 2. 24 September | Written communication: notices, agendas, memos and minutes (90 min) |
| 3. 1 October | Charing and participant roles; Role play (90 min) |
| 4. 8 October | Meetings practice – opinions, suggestions and arguments (90 min) |
| 5. 15 October | Language work – presenting facts, making proposals (90 min) |
| 6. 29 October | Negotiations practice |
| 7. 5 November | Negotiations with mini-presentations (180 min) |
| 8. 12 November | Final simulation practice (180 min) |

Pre-course task

Write email to the teacher and

- 1) Give a brief introduction of yourself and your work.
- 2) Tell why you wish to participate in this course.
- 3) Describe the meeting and negotiation situations you face in your work (contexts, topics, roles, etc).
- 4) Tell about your previous studies of English and how you have learnt your English.

Send your mail to the teacher by 1 September 2008.

Teacher

Liisa Wallenius, Senior Lecturer in English and Swedish, liisa.wallenius(at)haaga-helia.fi
HAAGA-HELIA University of Applied Sciences, Aleksanterinkatu 20, 06100 Porvoo