



INTERNATIONAL COMMUNICATION

– Meeting and Negotiation Skills for Travel Business

- Contents**
- Language of Meetings and Negotiations
 - theory and practice
 - vocabulary and phraseology
 - Written documents: notice, agenda, memo and minutes of meeting
 - Presentation skills and writing power-point slides
 - Role play and simulation practice
 - Presenting and discussing current articles related to travel business

- Methods**
- During the course the participants will
- practice meetings and negotiation skills and learn new vocabulary
 - discuss meeting and negotiation practices
 - discuss travel industry related topics in the simulation practice in classes
 - write documents related to meetings and negotiations
 - practice presentation skills

The students participate in weekly/bi-weekly meetings and practice their work related English language communication skills for meeting and negotiation situations. They prepare for the lessons by reading and writing, and contribute to the lessons by providing topics and materials for simulation practice.

The teacher marks the students' writing, and feedback is given and evaluative discussions are held during some of the lessons.

- Materials**
- A course material package will be provided by the teacher in the beginning of the course, and the students will contribute to the course material with their current affairs articles. Web-based material will also be used.

Timetable Meeting time - Wednesdays, 16:30 – 18:00 / 19:00

Venue Scandic Marski / Scandic Simonkenttä

1.	09 September 2009	16.30-18:00	Introductions and goals, Meetings vs. negotiations
2.	16 September 2009	16:30-18:00	Written communication
3.	23 September 2009	16:30-18:00	Charing a meeting and participant roles
4.	07 October 2009	16:30-18:00	Language of Meetings
5.	14 October 2009	16:30-18:00	Presentations
6.	28 October 2009	16:30-19:00	Role play practice & Language of negotiations
7.	11 November 2009	16:30-19:00	Negotiation and presentation practice
8.	25 November 2009	16:30-18:00	Negotiation practice
9.	02 December 2009	16:30-18:00	Final simulation practice

The size of the group is only 6 students.

Investment: 950 €, vat 0

Registration by 17 August: <https://www.webropol.com/P.aspx?id=335070&cid=3283953>

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