ASSIGNMENT 1 (10%)

DEADLINE: 4 OCTOBER 2013

Think of a recent situation where you were engaged in a negotiation process (informal or formal). Describe the process.

You MUST include the following details in your write-up:

1. The people involved in the negotiation
2. The conflict that led you to negotiate
3. The objective(s) of your negotiation (what you hoped to achieve from the negotiation),
4. Your bargaining points,
5. The outcome of the negotiation, i.e., the actual results of your negotiation (e.g., what was agreed on, etc) and an explanation of whether it is a ‘win-win’ or ‘win-lose’ situation, or a ‘stalemate’ position.

Pay attention to the following guidelines:

- Your answer must be typed using Times New Roman, 12 font size. Spacing between lines is 1.5
- Your answer must NOT exceed 2 pages.
- Your answer must have a front page with your name, matric no., tutorial centre location, and the title of the assignment printed on it.
IMPORTANT REMINDER

Please submit your first assignment as follows:

1. Post a copy of the assignment or deliver it in person to the following address:

   Dr Sabariah Hj Md Rashid
   Department of English
   Faculty of Modern Languages and Communication
   43400 Universiti Putra Malaysia
   Serdang, Selangor Darul Ehsan.

   Office No: 03-89468778

   AND

2. Another copy to UPMET and obtain verification for your submission (evidence of submission).

*Submit online to: smrashid@upm.edu.my

Assignments submitted after the deadline will not be entertained.