ASSIGNMENT 2 (30%)

DEADLINE: 8 NOVEMBER 2013

“Negotiation is a skill which requires the negotiator to be competent in all key communication and language skills. This includes having awareness of cultural differences in communication.”

Based on the above statements, what aspects of communication and language skills must a negotiator possess in order to be an effective negotiator? Discuss THREE fundamental aspects and provide justifications for your answer. Wherever, applicable, include examples to substantiate your discussion.

Please read the following guidelines carefully:

1. Your answer must be written in an essay form and must not exceed 5 pages.

2. Your answer must be written using your own words. Copying words/phrases/sentences directly from any reference materials or any other person’s work is regarded as PLAGIARISM. Plagiarism is a serious academic offence – so, do not plagiarise! Any plagiarised work will be severely PENALISED or given an F grade.

3. Thus, all direct quotations or paraphrasing of significant ideas taken from any published/non-published materials must be properly cited. Please access the Internet for guidelines using the APA citation convention, which is downloadable from the Internet.

4. Any citations made in the text must be included in the reference list at the end of the essay.

5. All assignments must be typed using Times New Roman, font size 12 with 1.5 spacing between lines.

6. Marks will be awarded on the basis of the comprehensiveness of your answer and your ability to organize your points into a coherent essay.
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  
   Email: smrashid@upm.edu.my

   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.

ALL THE BEST!