



**Course Title:** EFL 331, Communicating Across Cultures

**Instructor:** Justin Foster-Sutherland

**Schedule:** Fridays at 1:00pm

**Duration:** May 7<sup>th</sup> to August 2<sup>nd</sup> , 2019

**Room:** Lab2 C600b

**English Level:** Upper Intermediate

**This course will use *Communicating Across Cultures* by Bob Dignen as a text. In this semester we plan to cover Units 3-5.**

**Please not this course is a continuation of EFL 330, however you are welcome to join the course without having attended EFL 330.**

Communicating Across Cultures is an innovative short course for learners of business English who want to function effectively in an international environment by developing their intercultural skills in English.

This course covers all types of oral and written communication, from meetings to negotiations, telephone calls to emails, and deals with situations ranging from working in international teams to managing conflict. Students are invited to analyse their own intercultural competence and helped to develop a personal action plan for further use beyond the classroom. Students will gain the essential skills and techniques they will need to ensure they can work effectively with colleagues and business partners the world over.

In this course students will learn to

1. Communicate effectively.
2. Manage international meetings.
3. Become a better listener.

**Homework:** Homework will be assigned in some classes. If the homework involves extensive writing, or at the students' request, I will collect it and mark it. All other homework is for the students' benefit and will not be collected.

**Assessment Plan:** Participants will be evaluated through a variety of in-class activities, role plays and homework assignments throughout the course, and be assessed upon completion. Attendance and class participation are essential to success in this course.