

R 472 Negotiations and Meetings

Course content:

Introduction:

- Individual language profile (-tion, -ieren)
- Politeness + polite forms
- Different registers in spoken and written texts
- Body language: gestures, features, intonation, etc

- Telephone conversations
- Introduction of people

Negotiations and meetings:

- Brainstorming: what skills does a good negotiator/presenter need?
- Graphs and visual aids
- The art of negotiation
- Some hints on negotiating (+ 10 golden rules)
- BEST
- Negotiation funnel
- Dos and Don'ts (e.g. win-win situation)
- If youthen we
- Gambits
- Oral exercises: plain ideas and their polite formulation
- Videos on negotiation and meetings

- Students' role plays (with student observation for feed back)
- Role plays + mock negotiations will take place every session

= students have to prepare their arguments/points for each session before the course !!!

Feedback from the other students who were watching !!

Assessment: 75% attendance minimum, written exam

Lecturer: Prof. Dr. Ihle-Schmidt

ECTS: 4