

English for Negotiation and Meeting Skills

Engelska för affärsförhandlingar och affärsmöten
5 credits

Single subject course

704G54

Valid from: 2025 Spring semester

Determined by	Main field of study	
Course and Programme Syllabus Board at the Faculty of Arts and Sciences	No main field of study	
Date determined	Course level	Progressive specialisation
2022-06-07	First cycle	G1N
Revised by	Disciplinary domain	
	Social sciences	
Revision date	Subject group	
	Other Subjects within Social Science	
Offered first time	Offered for the last time	
Spring semester 2023		
Department	Replaced by	
Institutionen för kultur och samhälle		

Entry requirements

General entry requirements for undergraduate studies and English corresponding to the level of English in Swedish upper secondary education (Engelska 6 or Engelska nivå 2). Exemption from Swedish.

Intended learning outcomes

The course aims to develop commanding, practical approaches to improve your influence and effectiveness in one-to-one, multiparty, and negotiations. This course encourages participants to develop their language skills in situations and contexts relevant to their professional work. The program will be based on the needs of the participants, developing language skills through practice Meetings and Negotiations, vocabulary development, language analysis, active listening practice, extensive role-plays, and frequent group and individual feedback. Participants will also discuss the Cultural Aspects of meetings, their expectations of how meetings work, and the associated decision-making process.

Course content

The course will contain basic professional communication. Basic negotiation strategies to plan and achieve the company's objectives in a variety of contexts will be covered. Participants will be given an opportunity to explore before, during, and after negotiation skills and strategies. Multi-party negotiation will be conducted to understand the power differences of each party, recognize the barriers related to power differences, and the medium of communication. Cross-cultural aspects of meetings and negotiations will also be covered in the course.

Teaching and working methods

The course is given completely online. The teaching takes place mainly in the form of lectures, seminars, guest lectures, and presentations.

Examination

If special circumstances prevail, and if it is possible with consideration of the nature of the compulsory component, the examiner may decide to replace the compulsory component with another equivalent component.

If the LiU coordinator for students with disabilities has granted a student the right to an adapted examination for a written examination in an examination hall, the student has the right to it.

If the coordinator has recommended for the student an adapted examination or alternative form of examination, the examiner may grant this if the examiner assesses that it is possible, based on consideration of the course objectives.

An examiner may also decide that an adapted examination or alternative form of examination if the examiner assessed that special circumstances prevail, and the examiner assesses that it is possible while maintaining the objectives of the course.

Students failing an exam covering either the entire course or part of the course twice are entitled to have a new examiner appointed for the reexamination.

Students who have passed an examination may not retake it in order to improve their grades.

Grades

Three-grade scale, U, G, VG

Other information

Planning and implementation of a course must take its starting point in the wording of the syllabus. The course evaluation included in each course must therefore take up the question how well the course agrees with the syllabus.

The course is conducted in such a way that there are equal opportunities with regard to sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation and age.

If special circumstances prevail, the vice-chancellor may in a special decision specify the preconditions for temporary deviations from this course syllabus, and delegate the right to take such decisions.

About teaching and examination language

The teaching language is presented in the Overview tab for each course. The examination language relates to the teaching language as follows:

- If teaching language is “Swedish”, the course as a whole could be given in Swedish, or partly, or as a whole, in English. Examination language is Swedish, but parts of the examination can be in English.
- If teaching language is “English”, the course as a whole is taught in English. Examination language is English.
- If teaching language is “Swedish/English”, the course as a whole will be taught in English if students without prior knowledge of the Swedish language participate. Examination language is Swedish or English depending on teaching language.