

Creating a Business Communication Guide

The assignment:

Working in pairs, students will research a country/region in order to learn more about that culture's business communication practices. Partners will suggest a country or region in class. Have a backup in case another group takes your country/region before you have the opportunity to claim it.

You will research the business letter conventions and norms in this country/region, including basic information on business etiquette in the culture, and when/how topics should be brought up in business letters and emails. When possible, provide examples of formatted letters written by members of the culture.

Develop a 2-3 page document on business letter writing in that particular region/country. Turn this in by the due date.

Outcome:

These documents will be compiled by your professor in a class "Business Communication Guide," which will be made available online to all students in the course.