

Doing Business In...

Due Date: 11:59 pm EST, Sunday of Unit 7

Points: 100

Overview:

Diversity in the workplace is a very common topic in today's world. Expanding your communication skills to include global communication can help with your opportunities for advancement in a company. For this assignment, you will create a blog providing advice about doing business in a foreign country.

Instructions:

- Start by choosing a foreign country.
- Research how companies in this country conduct business.
- Share your findings in a blog, providing advice on conducting business properly to prepare colleagues or business travelers who may be visiting this country.
- Include at least three of the following topics:
 - Greetings
 - Communication Style
 - Formality
 - Roles and Status
 - Attitudes towards work and success
 - Concept of time
 - Personal space and/or eye contact
 - Other significant points about doing business in the country
- Create your blog in a Word document

Requirements:

- Research effective blogs and set up your Word document to look like a blog.
- Be creative in your layout.
- Have a title, date, introduction, body and conclusion.
- Summarize, quote and include your references in APA.
- Proofread and spellcheck.

Be sure to read the criteria by which your work will be evaluated before you write and again after you write.

Evaluation Rubric for Doing Business In...Assignment

CRITERIA	Deficient	Needs Improvement	Proficient	Exemplary
	<i>(0-13.9 points)</i>	<i>(14-15.9 points)</i>	<i>(16-17.9 points)</i>	<i>(18-20 points)</i>
Content and Substance	<p>Content does not address any of the following areas:</p> <ul style="list-style-type: none"> • Greeting • Communication Style • Formality • Roles and status • Attitudes towards work and success • Concept of time • Personal space and/or eye contact 	<p>Content only addresses one or two of the following areas and/or details are lacking:</p> <ul style="list-style-type: none"> • Greeting • Communication Style • Formality • Roles and status • Attitudes towards work and success • Concept of time • Personal space and/or eye contact 	<p>Content addresses three of the following areas with sufficient details:</p> <ul style="list-style-type: none"> • Greeting • Communication Style • Formality • Roles and status • Attitudes towards work and success • Concept of time • Personal space and/or eye contact 	<p>Content addresses three of the following areas and details are relevant, on-topic and substantial:</p> <ul style="list-style-type: none"> • Greeting • Communication Style • Formality • Roles and status • Attitudes towards work and success • Concept of time • Personal space and/or eye contact
Organization	<p>Blog format is not used. There is no structure to the blog.</p>	<p>There is an attempt at blog format, but there are some organizational issues.</p>	<p>Blog format is used, but there are some organizational issues.</p>	<p>Blog format is used and the structure substantially communicates a clear message.</p>
Tone	<p>Professional tone/style is not employed.</p>	<p>Professional tone/style is inconsistent.</p>	<p>Professional tone/style is consistent.</p>	<p>Professional tone/style is carefully crafted and enhances the message.</p>

Sentence Structure, Word Choice and Transitions	Sentence structure and word choice are deficient; no transitions.	Sentence structure is lacking, word choice is poor; some transitions.	Sentence structure exists, but does not vary, word choice is good; transitions employed.	Sentences are complete and their structure and length are varied, creating fluidity. Excess, phrases and sentences are eliminated for greater clarity. Concise style with transitions employed.
Grammar, Punctuation and Spelling	Writing with significant errors.	Writing with some errors.	Writing with few grammar, punctuation or spelling errors.	Writing with no errors.