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Conference Attending Etiquette

BEFORE THE CONFERENCE

- Mark your calendar to plan ahead.
- Be prepared with all items needed for the conference.
- Be responsive to all requests for information.



AT THE CONFERENCE

- Arrive at the conference ahead of time.
- Wear your name badge at all times.
- Be on time throughout the conference.
- Meet and greet everyone with a proper handshake, a smile, and good eye contact.
- Create a plan for organizing the contacts you make.
- Do not sign up for more than one session at the same time.
- Remain silent during all announcements and speeches.
- Stay alert throughout the conference.
- Do not make a fuss or be a complainer.



AFTER THE CONFERENCE

- Follow-up with everyone you meet. Some people use their return flight time to write thank-you notes.

TIP: When first announcing your plans to attend a conference, tell everyone you are leaving a day earlier than the actual departure date and tell everyone you will be returning one day later. Then use these two *bookend* times to focus on making the most of the experience. Use the day before to finalize last-minute details and prepare. Use the day immediately after to focus on starting your follow-up work—while contacts are still fresh in your mind.

Another idea is to actually stay an extra night at the hotel so you can relax and begin your follow-up work uninterrupted; not to mention resting up. This also could be a good time to arrange meetings with colleagues you met at the conference who, like you, have delayed departure time. Or, just use this extra time to be a tourist and enjoy the sights.

By Piyaporn



culture corner

How to Negotiate and do business in the United States



Americans appreciate negotiators who are practical, quick and hard, like the actor James Cagney as the director of Coca-Cola in Berlin in the 1960s who dictates messages to his secretary in the film One, Two, Three: “One: put me through to the head of the Russian delegation”; “Two: confirm whether Mr. McNamara’s flight has arrived”; “Three: and where did my damn coffee get to?”

NEGOTIATION TIPS

✿ Negotiations focus on the concept of return: a proposal is good if it generates profits for the company (the bottom line) and, better still, if they are achieved in the short-term.



✿ Language must be **direct and clear**: “tell it like it is” is a commonly used expression. Indirect or not very clear answers can be interpreted as distrustful or insincere.

The pace of negotiation is very quick compared with other cultures. Time is highly valued (time is money). Some sales are even concluded in the first interview. In longer negotiations they may give on some point in order to reach an agreement as soon as possible and pass on to another matter.



ETIQUETTE TIPS

You should take particular care not to criticise their culture or the American way of life. Even if they do it, they do not take kindly to outsiders doing it because of their patriotism.

By
Traisuda



Here's the answer

Signposting



Q: Signpost words are commonly used in presentations. Can you give us samples of how to use them?



A: When we are giving a presentation, there are certain key words we use to 'signpost' different stages in our presentation. These words are not difficult to learn but it is absolutely essential that you memorize them and can use them when you are under pressure giving a presentation.

When you want to make your next point, you 'move on'.

- ✿ Moving on to the next point.
- ✿ I'd like to move on to the next point if there are no further questions

When you want to change to a completely different topic, you 'turn to'.

- ✿ I'd like to turn to something completely different.
- ✿ Let's turn now to our plans for next year.

When you want to give more details about a topic you 'expand' or 'elaborate'.

- ✿ I'd like to expand more on this problem we have had in Chicago.
- ✿ Would you like me to expand a little more on that or have you understood enough?
- ✿ I don't want to elaborate any more on that as I'm short of time.

When you want to talk about something which is off the topic of your presentation, you 'digress'.

- ✿ I'd like to digress here for a moment and just say a word of thanks to Bob for organizing this meeting.
- ✿ Digressing for a moment, I'd like to say a few words about our problems in Chicago.

When you want to refer back to an earlier point, you 'go back'.

- ✿ Going back to something I said earlier, the situation in Chicago is serious.
- ✿ I'd like to go back to something Jenny said in her presentation.

To just give the outline of a point, you 'summarize'.

- ✿ If I could just summarize a few points from John's report.
- ✿ I don't have a lot of time left so I'm going to summarize the next few points.

To repeat the main points of what you have said, you 'recap'.

- ✿ I'd like to quickly recap the main points of my presentation.
- ✿ Recapping quickly on what was said before lunch.

For your final remarks, you 'conclude'.

- ✿ I'd like to conclude by leaving you with this thought
- ✿ If I may conclude by quoting Karl Marx

By
Napassawan



Bits and pieces

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Commonly Confused Words

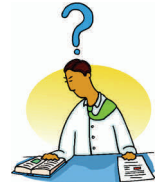
Affect and Effect



These words are commonly confused, and the rules given to tell them apart are often wrong. Affect means "to influence" or "to produce an effect in." Effect means "consequence" or "that which is produced by an agent or cause."

Many try to differentiate between the two by saying that affect is a verb, while effect is a noun. Unfortunately, it's not so simple. The word affect can also serve as a noun, meaning "observed or expressed emotional response," and the word effect can also serve as a verb, meaning "to become operative" or "to carry out," as in, "to effect changes."

Compliment and Complement



Compliment is a "remark of praise." Complement is "something that completes." Note that free refreshments are complimentary; the word refers to the phrase "with our compliments."

Passed and Past



Passed is a past tense verb. Past can be a noun, adjective, adverb, or preposition -- never a verb.

Practicable and Practical

Practicable means "usable," while practical means "useful." Not all practicable things are practical, and not all practical things are practicable.

Effective and

Effective means "producing an effect" or "in effect." Effectual means "producing a desired effect." A law that is effective is only effectual when it is enforced.

By Pimravee

