



International Project Week  
HOCHSCHULE NORDHAUSEN

## 25<sup>th</sup> International Project Week 2023 08<sup>th</sup> – 13<sup>th</sup> May 2023

**Lecturer:** Linda Turner

**University/Company:** Academic Editor

**Country:** Czech Republic

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### **Effective Meetings in English - gender sensitive**

**Content:**

This project focuses on preparing for and running effective business meetings in English, both in-person and online. We will examine the various roles such as chairperson, timekeeper and minute taker. We will also look at how not to run a meeting and some common mistakes. We will discuss various types of workplace diversity (e.g. cultural diversity, racial diversity, gender diversity, physical disabilities) and how to address these differences.

**Methods:**

Students will be provided with handouts and audiovisual materials, which we will look at in class. This will be supplemented by their own research. Students will do role plays and, ideally, make videos of meetings. These may also be part of their final presentation.

**Competences and skills to be acquired:**

Students will learn about writing and keeping to an agenda (including timekeeping), chairing and participating in meetings, following business etiquette, and dealing with cultural differences in international business meetings. They will also learn about inclusive language in the workplace.

**Prerequisites:**

This project is primarily aimed at business students but all students are welcome.

**Language of instruction:**

English