

## **Recommended Literatures for Japanese who Consider Working in the Intercultural Settings**

- **Job Hunting in International Settings**

**Greenbury, L.R. *Portable Careers: Surviving Your Partner's Relocation*, London: Kogan Page Limited, 1992.**

This book has a lot of detailed tips of how to find a job in overseas (e.x. contact information of possible working places in many countries, self-discovery check sheet to find out one's interests of fields of work, points to make sure when one has a telephone interview).

**Schuman, H. *Making It Abroad – The International Job Hunting Guide*, New York, NY: John Wiley & Sons, Inc., 1988.**

You can see many tips of international job hunting: how to make an initial contact, how to write an effective Personal History Form, and how to handle interviews etc.

- **Communication Skills in International Settings**

**<Listening>**

**Dugger, J. *Listen up! : Hear What's Really Being Said*, West Des Moines, IA: National Press Publications, 1995.**

This book has many exercises to improve English listening skills. Also, it introduces different types of listening skills in different situations, and how to enhance non-verbal communication.

**<Speaking>**

**Brown, H. D., *Breaking The Language Barrier: Creating Your Own Pathway To Success*, Yarmouth, MA: Intercultural Press, Inc., 1991.**

This book is rich in many tips of how to learn foreign language(s) successfully.

**Covey, F. *Style Guide: For Business And Technical Communication*, Salt Lake City, UT: Franklin Covey Co., 1994.**

You can learn effective English writing in the business settings with this well-structured book.

**Lumsden, G. & Lumsden, D. *Communicating In Groups And Teams: Sharing Leadership*, Belmont, CA: Wadsworth, 2000.**

This book is very useful when you need to determine what is your role in a team. It has many exercises and you can learn how to identify responsibilities for each team member to communicate appropriately towards the goal of your team.

**Qubein, N. R., *How To Be a Great Communicator: In Person, On Paper, and on the Podium*, New York, NY: John Wiley & Sons, Inc., 1997.**

You can see the detailed tips for words selection and non-verbal communication in a cross-cultural communication settings. You can even learn a good communication over telephone.

**Storti, C. *Cross-Cultural Dialogues: 74 Brief Encounters with Cultural Difference*, Yarmouth, MA: Intercultural Press, Inc., 1994.**

This book is composed of 74 brief dialogues between American and the other person from another country and culture. You can see how misunderstanding can occur in the different cultural settings. You will have tips to avoid such miscommunication.

#### <Writing>

**Cramer P. & Smith, D., *How To Create High-Impact Letter And Memos: Dozens Of Examples To Help You Write More Powerful Correspondence*, Boulder, CO: CareerTrack.**

**Cramer P. & Smith, D., *How To Create High-Impact Reports And Proposals: Dozens Of Step-By-Step Examples To Help You Convey The Right Information In Your Reports And Proposals*, Boulder, CO: CareerTrack.**

These two books give us clear hints of how to make our letters and reports high-impact.

- **Intercultural Communication (General)**

**Bennett, M. J. *Basic Concepts of Intercultural Communication: Selected Readings*, Yarmouth, MA: Intercultural Press, Inc., 1998.**

This book is considered as a textbook for graduate students who are studying towards a degree in intercultural communication worldwide. It is composed of many short essays written by many scholars regarding to this issue with different point of views.

**Hoecklin, L. *Managing Cultural Differences: Strategies for Competitive Advantage*, Wokingham: Addison-Wesley Publishers Ltd, 1994.**

This book offers us an impact of cultural diversity which is affecting international business situations. It further explores: how to cope with cultural differences in different business situations, such as advertising, human resources management.

**Hosdtede, G. J., Pedersen, P. B., & Hofstede, G. *Exploring Culture: Exercises, Stories and Synthetic Cultures*, Yarmouth, MA: Intercultural Press, Inc., 2002.**

You will be given an opportunity to understand basic and comprehensive aspects of different cultures which is very important to know when you work with people from all different cultures.

**Victor, D.A. *International Business Communication*, New York, NY: HarperCollins Publishers Inc., 1992.**

You can see a framework for effective business communication across cultures. It focuses on appropriate language selection, contexting and face-saving style. Moreover, this book even analyses features of environment and technology in international business communication.