Recommended Literatures for Japanese
who Consider Working in the Intercultural Settings

• Job Hunting in International Settings


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 may 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).


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>


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>


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


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

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.


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.


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>


These two books give us clear hints of how to make our letters and reports high-impact.
• Intercultural Communication (General)


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.


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.


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.


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.