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In The Name Of God

International Professional Communication

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Preface

International professional Communication is a multipurpose sourcebook which is aiming to strengthen communication skills of the university students in their early stages of academic studies. During academic courses, students have limited time dealing with a number of English texts and tasks to accomplish their studies. Considering that the majority of Iranian students lack dialogue and communication in English language, the provided tasks put main focus on the students' schemata as well as their presumed goals in an English course.

The conversation and reading texts of the *International Professional Communication* have been selected from authentic sources and kept untouched. According to Byrd (1997), the difficulty of a text is not due to its vocabulary or structure but merely because of the readers' schemata. Thus, the selected passages are not arranged too far from the students' priorities and needs in communication.

To improve and enhance conversation and reading skills and fluency several steps are applied including engaged instructive and informative dialogue and reading passages; and further practice is applied by generative exercises such as dialogue drills and vocabulary comprehension exercises.

To be more effective, the topic is explained by the instructor; moreover by asking students about their personal opinion they are provoked to participate in the conversation and brainstorm ideas and experiences. The conversation dialogues are required to be read by the instructor, followed by asking some questions about the dialogue and reading from the class to assure that they have understood the context. The dialogue, reading and vocabulary comprehension exercises are preferred to be done in groups in the classroom. Students read them as a role-play and after few times reading, its best that the role-play is practiced with the books closed.

There are sections of grammar, word order, and the structure of sentences in each unit which are exclusively followed by the comprehension exercises. Focus on these sections lead the students to achieve some more grammatical awareness, and familiarity with English word formation in their academic studies, which are selected

based on the student's main subjects demands on learning intermediate English to equip them with ultimate understanding of the upcoming English texts in their studies. According to, Byrad (1997), and Hughes and McCarthy (1998), we do not have such things as difficult or easy grammar. It is just a matter of teaching or learning ability of a particular structure.

Appendixes are provided at the end of the book to familiarize students with English pronunciation guides, English test samples and some studies about regular and irregular verbs that might be thought by the instructor in case the need arises. The sample tests are exclusively helpful in putting the students in the real situation of the exam session and familiarize them with the time management and fluency.

In short, the author hopes the current book could ensure that the students remain engaged, motivated, and successful in class and beyond; and to achieve the goal of improving the most common dialogue and communication skills of the students in a way that they also enjoy learning which helps in maintaining them in the long term memory as an effective learning.

Although the author has done her best, but no work is perfect. To develop and make this work more effective and comprehensive any suggestions or comments are entirely welcome by the following email address.

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