**AREAS OF FOCUS**

1.small talk – starting a conversation

2.small talk – finishing a conversation

3.small talk – cultural differences

4.small talk – turn taking

5.after-presentation discussion

6.conference presentation giving

7.panel discussion – presentations

8.panel discussion – chairing

9.panel discussion – turn taking

10.conference slot chairing

11.toast giving

12.lecturing

13.interactive seminar giving

14. academic talk

15.peer-to-peer communication

16. authoritative communication

17. “one of the crowd” communication

18.individual-audience communication

19.adjusting language to your audience

20.instructions giving

21.abstract writing

22.biography writing

23.academic writing style

24.informal emails/letters

25.formal emails/letters

26. interview

27. feedback giving

28. feedback accepting