**BSAD 300 Individual Report A**

Using **formal business report format** and **managerial/professional “voicing**” provide a maximum FOUR-page\* informative report (single-spaced) addressing the topics outlined below:

**Intercultural Management**The Company is planning on purchasing a company in **South Korea**. Based on your expertise in management communication, provide an overview of managerial communication issues related to Americans doing business in that area of the world. Focus your discussion cultural differences surrounding communicating in the workplace. Consider addressing issues surrounding language concerns, values and customs, non-verbal communication, business practices, and business etiquette

(Review Chapter 12 of the Hynes and Veltsos textbook)

Locate THREE current articles (after 2017) from reputable scholarly or industry journals that support your position. Provide a brief summary of the key findings important to the topic. Make sure you show a clear relationship between the topic and the article.
Be sure to use at least **one quote** from each article in your discussion.

**Truth Review and Research**Pick THREE Truths that from the list below that interest you.
Summarize each truth in one or two paragraphs by discussing the main points as it relates to management and communication. Provide a valuable and substantive **quote** from each Truth that you found interesting/important/relevant. Explain why.

For each Truth you selected, find an article (or more) that updates, adds to, or contradicts the Truth reading. Support your findings with at least THREE recent (after 2017) scholarly or professional articles related from a periodical or web source (no wiki or blogs).
Use at least **ONE quote** from each source.

**Available Truths**: 2, 8, 9, 11, 13, 14, 16, 17, 19, 20, 21, 22, 26, 28, 52, 60, 61

**Report Format & Style:**

Use the **formal report format** described in Chapter nine of the Hynes & Veltsos (2019) textbook. Although there is an example in the textbook that uses a two-column format, we will follow a more “academic” style. Review the example paper on Blackboard for format requirements.

**Typeface and Font:** Use 11 or 12 Cambria, Garamond or Times New Roman

**General Format:** This format uses **one-inch margins**, **single spacing**, **one-column format** – not two like in the textbook example- and, **skips one line** between headings and paragraphs. **No indentation** is required in paragraphs.

**Page Numbers:** Include page numbers on all pages EXCEPT the cover page.
 **Headings:** Use at least **FOUR** appropriate First Level headings, at least **THREE** Second Level headings and **TWO** Third Level headings (See Chapter Nine). Use these headings to help organize your report.

**Citations:** Support your ideas with quotes from your research. In the “style” we are using, you do not have cite your source each time you paraphrase (like APA) but always **each quote**.
Ex: “Quote quote quote quote” (Author, Year).

**Structure:** Structure your report with an executive summary, introduction, two discussion sections (in the correct order), and a conclusion (that summarizes the key points of your paper).
\*No more than FOUR **single-spaced written pages** of content. (Not in Count: Cover Page, Executive Summary, and Reference Page).

Page 4

Conclusion

Reference Page

Executive Summary

Page 3

Page 2

Cover Page

Introduction

Page 1

**Include**-Cover Page, Executive Summary, Content Sections, and Reference Page in correct APA style.
**Omit**- Transmittal Document, Table of Contents, List of Illustrations, Bibliography, and Appendices.

**Outside Sources Use:** An outside source is an APPROPRIATE reference from a reputable BUSINESS or ACADEMIC source. Remember, you must include them as references and properly cite each source when quoted. It must be clear and obvious that the source was used. NO WIKI or BLOG anything.

You absolutely may use reading materials from the course, (Hynes & Veltsos, Truths from Robbins on Quizzes, and the Johnson, Larson, Gallo, Mac or Abate articles) they just do not count as OUTSIDE sources or in your “truth” count.

**Research Summary:** For this assignment, you should use **SIX** new sources, **SIX** quotes from those sources, and **THREE** quotes from your three selected truths – one quote each. Be sure to include all your sources on your reference page.

 **Grading Considerations:**

Topic Analysis including Critical Thinking (relevant connection between text, lecture, and articles)

Writing Style (conventions, grammar, use of transitions, the minimal use of personal pronouns, and professional voice)

Word Usage (professional word choice, appropriate usage, and contextual elements)

Appropriate application of the required format

**Due Date:** Submit the report **electronically** to Blackboard by Sunday, November 15, 2020 at 11:59 PM.