Please read all the pages below

- I am a Bachelor business student. This module is called “Negotiation”. This assignment covers learning outcome 3 of the module which is “Critique the main theoretical approaches and practical techniques to the negotiation of contracts in a business/commercial context”.

-I am an international student and English language is my second language, so please do not use complicated English language. The lecturer requested to use UK English not USA English.

-The assignment files give guidance on which aspects of negotiation must be covered by your plan.

-The “two essential books” for the negotiation module that we have to read them before doing the assignment:

\* Author: Emily Finch & Stefan Fafinski

Book Name: Legal Skills

Published date: 2019

Publisher: Oxford Press University

Edition: seventh edition

Chapter: Chapter 20 only (Negotiation Skills).

ISBN: 9780198831273

\* Author: Roger Fisher; William Ury; Bruce Patton Book Name: “Getting to yes: negotiating an agreement without giving in” Published date: 2012 Publisher: Random House Business Publication place: London Edition: 3rd edition ISBN: 9781448136094 Pages needed: read especially pages: 177-187 “pages that talks about negotiation planning”.

-Word Limit: 1000 words only (excluding the heading sentences that are in the assignment paper, the OSCOLA footnotes and bibliography). Coursework that is OVER the 1000 words, even in one word more, will result in a penalty of 10% of the original mark…Moreover, you have to declare/state the counting words otherwise you will get 5% penalty of the original mark. You should declare/state the counting word on the front sheet.

-There is no specific number for reference, so you are the one who will decide how many references that will be sufficient for doing this assignment. Please avoid using weird, strange, suspicious, poor-quality, not academic references. *I have chosen 13 sources as the student support told me, but you are the one who know how many numbers of sources is good for this assignment, so it is up to you.*

-I have attached a file called “Oscala” that the lecturer gave us which provides some important notes that we have to consider before we use OSCALA. Also, inside that file, I have provided some links that gives guidance of how to use OSCALA, so please have a look to that file.

-I have also attached the studying materials that we have been taking in class.

-please write in an academic way, for example, avoid words such as she,it,etc..

**-Formatting:**

The work should be word processed. Font size should be between 11 and 14 and ‘easy to read’ e.g. calibri, arial, times new roman. Line spacing should be between 1.5 and 2 with (approx.) 4 cm margins all round. The Header must include the student number and the Footer must include a page number. Print on one side of the paper only.

**- Hints to get high marks:**

1)Remember that the coursework is an academic assessment and in order to succeed you will need to provide more than a straightforward account of the factual issues. You will need to think about some of the theoretical and strategic issues we have explored too.

2) With this assessment, follow the instructions given and always read the questions carefully. *Answer the question posed not the question that you would like to answer because you have found some fantastic article on it!*

3) Evaluate your sources before using them. Wikipedia, for example, is an excellent invention, but it is not an appropriate source to use. *Using such sources may well lead to your being penalised for poor research and content (often referred to in feedback as ‘poor scholarship’).*

4) Be careful also when trawling the internet for help on your given topic. Remember that not all of the pages you turn up will be accurate, they may be referring to the something of another country and they may be written from a biased point of view by a pressure group. Often, they will just be at too simple a level for you, aiming just to describe a topic in outline

5) Over-reliance on another text (even with referencing) – so that all match very closely – or work which is really a series of lengthy quotations sandwiched together by the odd sentence of your own – but referenced correctly. If you reference all of this, then it is not plagiarism – however, it will be very weak work, because it will demonstrate almost none of your understanding of the topic – it is all the ideas and words of someone else that you have simply selected.

6) When you do your assignment, you should argue, criticise and be logic with yourself. This will help you to provide completed, correct and suitable answers.

7) Lack of proof reading before submitting your answer. This usually boils down to not leaving sufficient time to read the work through before it is handed in. Plan your assessment schedule and factor in the time to put the finished piece of work to one side so that you can return to it and have a final proof-read before submission. At worst, failure to proof-read can lead to work that is impossible to follow because of spelling and grammatical mistakes – and also where cutting and pasting of text has not been properly incorporated, so that the work actually makes no sense.

8)It is very important to have a look to the marking criteria, so that you can know how to get A+.

**-Marking Criteria (next page): it is very important**

|  | **University of Portsmouth General Grading Criteria Level 5** |
| --- | --- |
| **80+** | * Excellent work which contains relevant material & shows analysis, originally or creativity of approach and a clear, well- articulated understanding of the subject matter * Wide research incorporating up to date, relevant original material. Accurate citation and use of references. * Excellent with few or no errors in organisation, structure, grammar, spelling, punctuation, format etc |
| **70-79** | * Very good work which is clearly written, well argued and covers the subject matter in a thorough, thoughtful and competent manner. Contains some originality of approach, insight or synthesis. * Good evidence of research and good use of source material. Good use & presentation of references * Very good presentation, presentation, organisation, grammar, spelling, punctuation, format etc |
| **60-69** | * A very good, well presented piece of work covering much of the subject matter and which is clearly and lucidly written. Good attempt to consider and evaluate the material presented * Evidence of research in the topic area and satisfactory use of sources and references * Good organisation, structure, use & flow of language, grammar, spelling, format etc |
| **50-59** | * Work that demonstrates understanding of the topic area with some attempt to discuss material * Evidence of research in the topic area extending beyond key texts * Satisfactory presentation &/or use of references/bibliography according to convention * A satisfactory attempt to follow directions regarding organisation, structure, use & flow of language, grammar, spelling, format etc |
| **40-49** | * Adequate work that attempts to address the topic & demonstrates some understanding of the basic aspects of the subject matter * Topic is researched using mainly books & Internet. Attempts to use &/or present references/bibliography according to convention * A basic attempt to follow directions regarding organisation, structure, use & flow of language, grammar, spelling, format etc |
| **30-39** | **FAIL**. Work in this range attempts to address the question/problem but is substantially incomplete and deficient. Serious problems with a number of aspects of language use are often found in work in this range and the work may be severely under/over-length and/or fails to grasp the nature of the topic matter. Content, analysis, expression, structure and use of sources will be very weak or missing |
| **0-29** | **FAIL** No serious attempt to address the question or problem, and/or manifests a serious misunderstanding of the requirements of the assignment. Acutely deficient in all aspects. |