**Final Project- Phase I**

**English Composition and Comprehension Lab**

**Before reading the article assigned,**

**Q1. Read the title and the first sentence of the article. What do you think is the subject of the article?**

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The subject of the article is negotiator. A negotiator is a person who resolve the issues between two parties in such a way that acceptable by both parties. If a person explains his point of view to someone, he also a negotiator. In this article, the author describes the methods to become a better, stronger and confident negotiators. We are very good in negotiation but we need to improve our skills by adopting the methods that are describes by author in this article.

**Q2. Before reading the article, what are the two questions that you think the article would address?**

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1-What are outcomes you get after becoming a good negotiator?

2-Which qualities makes a negotiation better?

While reading the article,

**Authorial Bias: *When the author leans towards one idea and tends to neglect anything contrary to that, failing to acknowledge and address it within their writing.***

**Q3. Were there any facts/information that were not acknowledged in the article due to a partial/biased view of the author?**

No, any facts were acknowledged in the article due to a partial/biased view of the article.

**Q4. Does the text contain asymmetry (absence of equality) in the male-female relationships? Are there traces of sexism?**

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Text do not contain any asymmetry (absence of equality) in the male-female relationship. The author only describes the methods that help us in becoming a good negotiator.

**Q5. Are there signs of stereotyped attitudes?**

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There is no any sign of stereotyped attitude in the article. The author has written the article independently without being partial/biased in infer or against of anything. The article is written to educate the people to influence them in a good way.

**After reading the article,**

**Q6. When and where was the text written?**

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The article was written on October 01, 2020 and was written in Harvard business reviews.

**Q7. What are the verb tenses used in the article? What effect are they producing in the article?**

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The verb tenses used in the article are mostly future and present. They are making it easy, comprehend to understand by the readers. The verb tenses used in this way that are easily approach to every mindset reader.

The example of future verb used in the article in **Approach it like a conversation** are:

“The more you try to understand their side of the story, the more insights you’ll have into how to successfully make your case and find common ground.”

The example of present verb used in **Pick your timing** is:

“If during the conversation, you still find your mind racing, focus on breathing, and

breathing deeply.”

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**Q8. Which subjects are described using the passive or active voice and why?**

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“The author used active voice in discussion and claims. On the other hand, When the author gives

evidence or example, he uses passive voice.

**Don’t go in with the perspective “I’m right. They’re wrong.”** The author used active voice in arguments.

**You can prepare for this by entering into the conversation with the right mindset**.” The used passive voice while using evidence.

**Q9. Does the author establish an interactive, friendly relationship with the reader, or he/she is distant, formal and impersonal? What tone has the author used in the text and which vocabulary elements are suggestive of it?**

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The author establishes friendly relationship with readers.

The author used academic tone in the text.

Advantages, experiment, researching and critical are vocabulary elements are suggestive in the article.

**Q10. What kind of vocabulary predominates the text (technical/formal or informal and colloquial expressions? Does the vocabulary appeal to emotions, or is it logical and argumentative?**

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Formal vocabulary predominates in the article. The vocabulary helps the readers to understand the article in better way. The author has written the article in so easy and comprehensive way that reader face no difficulty during reading the article.

The vocabulary does not appeal with emotions. The author has written the article logically and argumentative. Every part of the article is explained with logics.

**Q11. Why was this article written?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The article was written to educate the people about the principles of the negotiation. The article helps the readers to become a better negotiation. We solved our daily life problems by using negotiation.

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**Q12. In light of the answers to the above questions, the purpose of the author is to\_\_\_\_\_\_\_\_\_\_\_. Is the author successful in achieving that purpose?**

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The purpose of the article is educated the people how they become a good negotiator. The readers become a good negotiator by adopting five principle that author explained in their article.

Yes, the author is successful in achieving that purpose because by reading the article, the readers become a good negotiator by follow these steps.

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**Q13. Who is the text addressed to? Who is the typical/probable reader of the text?**

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The readers and young professional are those whom the text is addressed. The people who are struggles in making a good negotiator are the readers of the text. They need good skills of the negotiation. The people who read the article are the audience of the author.

**Q14. What kinds of evidences has been presented by the author? What views/evidence has been omitted by the author?**

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There is no evidence has been presented by the author. The author only used the researchers in their article. The author used research in” **Focus on the outcome you want”,** “**Pick your timing” and “Approach it like a conversation”.** The author used less research in his article, in contract, he used more research in their article.”

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**Summary:**

* **After getting the general meaning of the text, decide what the aim of each paragraph is**
* **Decide which parts of the article you can ignore (e.g., personal opinions/experiences, quotes) and underline the main points to be included in the summary.**
* **Make notes of the important points to be included in your summary**
* **Write the final draft**
* **Check for mistakes in spelling/punctuation and vocabulary.**
* **Check if the length is appropriate and if you included important information.**

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In these days, negotiation and what you want become a serious difference. Negotiation help the people to become more powerful like their parents, recruiter and boss given you more stress or may scared at sometimes. Especially when you talk about your life. In any field of life; we need to learn how to negotiation confidently and more logically to attain some goals in your life. The practice will help to make a best negotiator. The author describes some principles that we follow to become a good negotiator. Firstly, focus on the outcomes you want. Secondly, prepare and practice. Thirdly, picking your time. Fourthly, Approach it like a conservation. Lastly, make an ask. These are principles that we practice, learn and can become a Better, Stronger, and More Confident Negotiator.

**After doing the above exercise write below (use the blue color for writing the final draft here), making sure it’s not more than 800-850 words. Answer the following questions in the form of separate paragraphs for each of the following aspects: General Analysis of text, Effective Summary, lexical choices made by author, Evaluating Organization and Evidence used by author and consequences of it. Refer to the guidelines file provided for the structure and which questions will make up content of each paragraph**.

**Summary of your critical response:**

The main idea of whole article is negotiation. A person that explains his point of view to someone is also a negotiator. The article was written by Michelle Gibbing on October 01,2020. We are good at negotiation in our daily life like when we think about our eating. The people who are good at negotiation is easily achieve their goals as compare who are not good at negotiation. The practice made a person perfect. The more practice we done, the more we good at negotiation. The author explains five principle that make a person good at negotiation. The first principle is focus on the outcomes you want. The person who takes end goal of the negotiation as an advance is easily superior outcomes. The person who takes negotiation as a risk is less achieve least outcomes.

The second principle are prepared and practice. The negotiation wants to practice all the question that a person in audience should ask. Practice before a mirror is good way to achieve confidence. The third principle is picking your time. Negotiation with next person is to wait the right time. When next party fully attentionally listen your point of view. Anxiety is the natural phenomenon during conversation. Breathing deeply and pausing will help you to relax down. The fourth principle is approach it like a conversation. Do not follow this rule that” I am right” and” they are wrong”. Thinking their point of view on their side. The fifth principle is making the ask. Always allow the people to asked a question and confidently reply them.

The author writes the article in this way that readers easily understand it. The author organized the article in headings. Each heading explains the way that we follow when we negotiation with someone. The article descriptive explain the method that help us to become a strong and confident negotiator. The person who are good at negotiation is also solved many problems of their life. They can easily convince his boss for a holiday after completing a project. The article does not criticize any male and female difference. The author only describes the method that help us to become a good negotiator. The article has no stereotype attitude. He does not interfere or against anything. He neutrally explains the process of negotiation in their article. The author simply uses present and future tenses in their article. The author simply motivates the reader that he can do and will do this one.

The author mostly used the active voice in article. He made friendly relationship with the readers. The author used academic tone in his article. This tone us easily approach to every level of readers. The author used the formal vocabulary in the article. The article does not promote any emotions of the readers. Whole article is biased on logics and arguments. Each argument is proved by the evidence. Every object based on logic. As author do not believe on that I am right and they are wrong. The logics behind that at sometimes you are not right and you understand the point of view on other side of the person. At sometimes, you are not right. You should admit his mistake and not to create any misunderstanding. Take it as a conversation and do not take it personal. First make practice to some class fellow and have a courage to understood his mistake and errors. Other method is to do practice before the mirrors. This is best method but your negotiation at that time when next person can fully attentionally listen you and your point of view.

You are also ready for all types of question because different type of mind can ask questions. You better negotiation at that time when you not nervous and anxiety. The author used a research that who deal with anxiety and take negotiation at a risk. It gives 12% less advantages as compared who are fully well-confident and take negotiation as an advantage. The author does not use researching in his article as he used evidence in his article. The author does not explain such point that made his article more attractive and informative for the readers. Negotiation is a sensitive process that so it has a certain level of anxiety after you have fully prepared for it. It’s important to harness his emotions and give power to overcome it because at the end of the day, you encourage himself to achieved something and you know that you are expert now and you all prepared for it.

Always stay positive and talk to the teammates and talking yourself up can definitely help to ease your nerve before a negotiation. It helps you to boost up your confidence and you easily achieve your goals by this mindset. Bringing anger in the negotiation is like a bomb in their process and conversation. Last some decades, researchers have begun to examine how some emotion like sadness, anxiety, happy, excitements, disappointed and regret can affect the negotiation.