

CHAPTER V

CONCLUSION

After analyzing the situations, I find that there are problems that occur in a business meeting. First, the problem is related to my incompetence in language and communication skills. Second, it is about the lack of preparation for the meeting. Third, it is a low awareness of culture, makes it difficult to adapt with other participants. All of these problems become the obstacles to an effective communicator.

In order to solve the problems, I decide to choose the first and third solutions. The first solution is I need to develop my language competence and communication skills and the third solution is I need to adapt with the supervisor and colleagues, by getting to know each other, spending time and doing things together. The reason I choose the first solution is that it will increase my job performance and fulfill the qualification of a professional worker. Another reason, it helps me to choose the right words to communicate the idea. For the third solution, it is because I need to develop myself into an open-minded and flexible person, and learn to appreciate those with different cultural backgrounds. On top of that, it will reduce miscommunication in a business meeting.