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Dear Participant,

In your information materials you will find a description of my project "Intercultural communication in international organisations. A case study of the European Centre for Modern Languages".

The methods used in this study include discourse analysis, participant observation and surveys by means of a questionnaire. This means that during the project I will tape-record ECML workshops and expert meetings and then transcribe the recorded data. However, great care will be taken to ensure confidentiality, i.e. names of individuals will not be mentioned in the transcribed data or in any part of the research. Since I am planning to record seminars over a period of about two years the great number of participants and amount of data will also add to ensuring anonymity. The tapes will only be used for my research on intercultural communication and will not be made available to anybody else.

In my analysis I will focus on the topics mentioned in the project description, such as "negotiation of linguistic and cultural meanings", "misunderstanding", "successful communication", "politeness strategies", "direct and indirect language use", "turn-taking", "processes of decision making in groups", "the influence of proficiency in English on communication", etc. This list may be extended in the course of my research.

I have also prepared a questionnaire which I kindly ask you to fill in by the end of the workshop. The purpose of this is to find out about your views on the communication processes you were involved in during this workshop. As I am very interested in your communication experience I would be grateful for any additional comments and suggestions from you.

I also invite you to communicate with me throughout the seminar. I will be present during most work sessions. Of course you are very welcome to contact me also afterwards by e-mail.

In case you disagree with any of your contributions being used in my research, please contact me (either by e-mail or personally at the beginning of the seminar). I will then take care not to include those parts of the tapes which contain your utterances in my transcription and analysis.

I would like to thank you for your cooperation.

Yours sincerely,
Hermine Penz