

Phone English



Lesson: B106

Negotiating in English – Part 2

Aim: to negotiate successfully in English

This worksheet is part of a series which is designed to work over 2/3 lessons. In Lesson 1 you should have covered B105, learning useful language to assist you in getting started in negotiations. In this lesson 2, you will extend this to talk about a specific negotiation situation. There is also an option to extend this into a 3rd lesson to develop a full negotiation with your teacher if you wish.

A. Making a proposal

The negotiations usually start when one side gives their proposal by saying something like,

We're prepared to offer £40 per unit.

Repeat the proposal above using the language below:

Useful language for making a proposal

I propose we offer....
We're prepared to offer

Our proposal is....

B. Responding to a proposal

Use the language below to agree/disagree with this offer:

Agreeing to an offer

I agree with you on this.
That seems fair.
This sounds like a good offer.
I don't see any problem with this.

Disagreeing with an offer

From my point of view this is difficult
to accept...
I have something different in mind.
I'm afraid that's unacceptable/out of
the question.

C. Revising an offer

If the other side disagrees, you could ask them to make a suggestion or revise your offer

Practice revising the original offer using the language below:

Revising an offer

What (price) do you have in mind?
What (price) do you suggest?
Would you consider £37.00
How about 37 per unit?
If you can make it £32.00, then we have a deal.

D. Negotiating grammar

We often use *if.....then* statements or questions (1st conditional) in order to reach an agreement.

Example: *If we place a bulk order, can we have a 5% reduction on the unit price?*

Continue the sentences below in any way you like:

- *If we offer you the product on sale or return,*
- *I can dispatch your order within 1 week if*
- *We won't be able to cover our overheads if*
- *We can give you a 3% discount if*
- *If you sign up for 3 years,*

E. Repetition and paraphrasing

In negotiations, it's important to clarify what the other party means by using **repetition** (repeating what they say) or **paraphrasing** (repeating their statement using different words). Using the words below, repeat/paraphrase the sentences you made in D.

Using Repetition or Paraphrasing

So what you're saying is...
In other words...
So.....is that correct?

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F. Practising a negotiation.

You want to buy the '*Funky Computer Mouse*' (right) from your teacher.

Your teacher will make a proposal. Use the prompts in the dialogue below to respond and make a deal.



- Teacher:** *We're prepared to offer these to you at £5 per unit.*
- You:** *Disagree. Ask your teacher to revise their offer.*
- Teacher:** *Teacher. We can offer £4.50 if you take 100.*
- You:** *Agree - but you want 5% discount on sales of 200+.*
- Teacher:** *That sounds fair. Have we reached an agreement? Is there anything else?*
- You:** *Ask about payment terms.*
- Teacher:** *We ask for immediate payment for new customers.*
- You:** *Disagree. You want 90 days.*
- Teacher:** *Ah. I'm afraid that's unacceptable for new customers.*
- You:** *Suggest 30 days because you intend to place lots of orders.*
- Teacher:** *O.K. 30 days is acceptable, if you can take 200 for your first order.*
- You:** *Summarise the price for 100, the price for your 1st order of 200 and the payment terms.*
- Teacher:** *That's correct. We've got a deal.*

G. Homework

Revise the language in this and B105 ready to role-play a typical negotiation with your teacher next time.