



English Mind

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NEGOTIATION

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We might be willing to...

That's acceptable...

We can agree to...

We could offer you...

We might consider...

We'd be quite happy to...



... if...

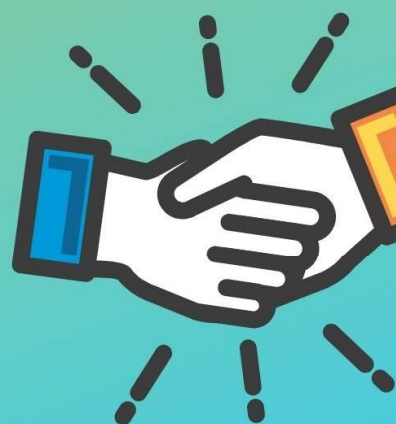
... provided that ...

... on condition that ...

... as long as ...

... providing ...

... only when ...



... you guarantee ...

... you reduce ...

... you undertake ...



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NEGOTIATION in ENGLISH

Phrases – Collocations – Idioms

Useful phrases

- 1. There's just one more little problem with that I'd like to bring up before the meeting is finished.***
- 2. I like...., but I feel there are too many question marks around***
- 3. We need to talk about..., so let me start by telling you all what I have in mind.***
- 4. If we don't get the ... soon, I'm worried it will set the whole project back.***
- 5. We have arrived at the following number: \$200,000. Would be acceptable to you?***
- 6. If you could meet us in the middle at 200k, then we would be glad to sign you.***
- 7. Do you mind if I take a couple of days to consider your offer?***
- 8. The proposal sounded great, but it didn't live up to our expectations.***
- 9. What specific ideas did you have in mind for me to get you a lower price and remain profitable?***

The agenda

- I think we could begin by outlining...***
- After that we should...***
- Then we'll have....***
- Finally...***
- How does that sound?***
- Would you agree?***
- The main objective/purpose of today's meeting is...***
- Let's just run through the agenda. • As you can see,***
- Can we concentrate on...?***
- May we leave that till later and...***

Making Proposals

- **Regarding your proposal**, our position is ...
- **How do you feel about ...?**
- **We are interested in...** (getting the delivery as soon as possible).
- **We will give you a (10%) discount if...** (you buy more than 50 units).
- **We could consider further discounts on the condition that** (you place regular orders).
- **We'll pay for the delivery** as long as / provided that / on the condition that... (you agree to pay in advance).
- **If you pay** for the insurance, we **will give** you a discount.
- **How about...** (paying 60% on delivery and rest in 30 days)?

Suggestions

- **May we offer** an alternative? We propose that ...
- **From where we stand**, a better solution might be ...
- **I was wondering if** I could ask you to... (extend the payment date.)
- **I believe** the best option would be ...
- **How would you feel about ...?**
- **How flexible would you be on ...?**
- **What do you need** in particular?
- Could you give us some time to **figure this out**?
- **What is there in the deal for us?**
- **I'm curious exactly how** much time are we talking about?

Agreeing

- *I agree with you on that point.*
- *If you can do that, I'm on board.*
- *Sounds acceptable.*
- *I think we can agree to that.*
- *I believe we can both agree that this solution is fair.*
- *That sounds reasonable.*
- *I'm all in favour of that.*
- *You've got a point there.*
- *It seems a fair suggestion.*
- *Let's stick to your idea.*
- *Taking... into account, we can now...*
- *As you have reduced..., we...*
- *Since you have increased..., we can now ...*

Objecting

- *If you look at it from my point of view...*
- *I have some reservations about that...*
- *From my perspective...*
- *Honestly speaking, this is out of the question.*
- *I guess, there seems to be a slight misunderstanding.*
- *I'm afraid it won't work for us.*
- *Is that your best offer? **Honestly, these conditions** are unacceptable for us.*
- *I'm afraid I had something **different in mind**.*
- *I'm afraid I can't give you a definite answer now.*
- *I'd like some time to consult it with my boss.*
- *I can't make that decision myself.*
- *I am afraid that we can't match that price. **But If I were you, I would...***
- *Despite this offer, we...*
- *In spite of this improvement,...*
- *Even with this new offer, we...*
- *Despite the fact that you have...*
- *Although you have changed...*

Prioritising

- *Is... your main consideration? • How important is... to you?*
- *It is our major priority.*
- *It is a second issue.*
- *It is not a main consideration.*
- *We might like to ...*
- *Our main concern is ...*
- *We need ... Could you do that?*

Clarification

- *What exactly do you mean by ...?*
- *I'm not sure I fully understand your point.*
- *Could you clarify one point for me?*
- *Could you be more specific?*
- *When you say we're expensive, are you referring to the price or the cost?*
- *Approximately, what figure did you have in mind for...?*

Compromising

- *If you were prepared to ..., we might be able to...*
- *We are ready to accept your offer; however, there would be one condition...*
- *I'm prepared to compromise, but you should **take into consideration** one more thing.*
- *In return for this, would you be willing to ...?*
- *I see your point but...*
- *If you look at it from my point of view you will understand that...*
- *What I may be able to consider is...*
- *How flexible can you be on that?*
- *Let me see if I can **pull some strings** and...*

Bargaining

- ***Provided that you..., then we can agree.***
- ***We would be willing to... if...***
- ***In exchange for..., would you agree to...?***
- ***I'm afraid we can only go as low as...***
- ***From where we stand an acceptable price would be...***
- ***Our absolute bottom line is ...***
-

Postponing

- ***Perhaps we should adjourn to reconsider.***
- ***Let's break and come back with some fresh ideas.***
- ***I think we should both seriously reconsider our positions.***

Concluding

- ***Let's summarize the main points.***
- ***That covers everything, I suppose.***
- ***I think you've covered everything.***
- ***Let's just confirm the details, then.***
- ***Have I left anything out?***
- ***It's a deal!***

Negotiation Vocabulary:

<i>initial offer</i>	<i>the first offer made to a candidate</i>
<i>counter-offer</i>	<i>an offer made in response to a previous offer including changes</i>
<i>to lowball/ highball</i>	<i>to make an offer much lower or higher than expected</i>
<i>deadlock</i>	<i>when the parties cannot reach an agreement</i>
<i>amplify</i>	<i>expand; give more information</i>
<i>arbitration</i>	<i>conflict that is addressed by using a neutral third party</i>
<i>bargain</i>	<i>try to change a person's mind by using various tactics</i>
<i>bottom line</i>	<i>the most important factor or point</i>
<i>deal-breaker</i>	<i>essential condition to a contract which, could cause one party to pull out of the deal</i>
<i>amendment</i>	<i>a change to something</i>
<i>leverage</i>	<i>(bargaining power) something that gives one party a greater chance at succeeding over another</i>
<i>tentative solution</i>	<i>an agreement that depends on some conditions, so that it might not be a final agreement</i>
<i>log-rolling</i>	<i>trading one favour for another</i>
<i>the ball is in one's court</i>	<i>is time for someone to deal with a problem</i>
<i>cut-throat</i>	<i>ruthless</i>

to decline an offer

to not accept an offer

to weigh up the options

to review all the options

to reach an agreement

to agree on something

to improve on an offer

make an offer more attractive

to yield

to give in to another's requests

to iterate on an offer

make another offer

to back down

to stop asking for something

to call the shots

the person who makes the decisions.

to draw the line

to put a limit on what you will do or allow to happen

to drive a hard bargain

to fiercely negotiate and demand what you want

to have an ace up one's sleeve

means to have an important and secret advantage in a negotiation, competition, etc.

over my dead body

is an expression used to communicate that a person will do anything to prevent something from happening.

Sentences:

1. *I think I've given you all the information you need to make a decision. **The ball is in your court.***
2. *The employees had threatened to strike, but finally **backed down.***
3. *I think it's a good idea, but it is my boss who **calls the shots.** I'll need his approval.*
4. *We can't just say yes to all requests. We need to **draw the line** somewhere.*
5. *If you drive **a hard bargain,** you may be able to get free delivery on your order.*
6. *The client will only **yield to** our conditions, if we agree pay for the shipment.*
7. *At last we've reached a **tentative agreement.** Perhaps these long negotiations will be over soon.*
8. *We **have an ace up our sleeve.** There is no similar product on the market.*
9. *We're not taking this offer. We simply can't afford it. **Over my dead body.***
10. ***Cut-throat** competition is keeping prices low.*

PHRASAL VERBS

- *Let's **put it off.***
- *I'd like to **put forward** a suggestion.*
- *We **put it down to** their inexperience.*
- *Could you **put me through** to the accounts?*
- *You should **put on** your best clothes when negotiating an important contract.*
- *I can't **put up with** his aggressive negotiation style.*

IDIOMS:

1. to go down to the wire - to near a deadline, to have little time remaining

The negotiations went down to the wire last night.

2. to reach a stalemate - to reach a point in which both sides disagree and are not willing to compromise in order to reach an agreement

Peace negotiations have reached a stalemate. I don't think we're going to get a deal done.

3. to stick to one's guns - to not change one's opinion or stance even in the face of criticism

Our manager is sticking to her guns on the new vacation policy.

4. If you play your cards right, you do all that is necessary in order to succeed or to obtain what you want.

If we play our cards right, we'll get the contract.

5. to have the upper hand - to have the advantage in a negotiation, competition, etc.

You need this job more than they need your services. Management has the upper hand.

6. a gentlemen's agreement - an agreement that is based on trust and is not in writing

We had no contract; it was done by a gentleman's agreement.

7. sticking point - a controversial issue that causes an interruption or blocks progress in discussions or negotiations

The choice of distributor was a sticking point in the negotiations.

8. drive a hard bargain - a person who drives a hard bargain always makes sure they gain advantage in a business deal

Be prepared for tough negotiations with Dan. He drives a hard bargain.



Collocations

Spoken Phrases

Idioms

stick to your guns drives a hard bargain reached a stalemate go down to the wire

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a gentlemen's agreement

a sticking point

play cards right

drive a hard bargain

Complete the sentences with the correct phrases.



1. The sales manager drives and it is difficult to negotiate with him.
2. I made with the plumber to fix my sink.
3. The negotiations last night.
4. If we, we'll get the contract.
5. The choice of distributor was in the negotiations.
6. Management clearly has in negotiations because of the employment situation.
7. Peace negotiations have I don't think we're going to get a deal done.
8. It's important that you and never compromise on your non-negotiable differences.



1. Complete the following typical stages of a negotiation.

*compromise concessions counter details interests procedure proposals
rapport stalemate table*

1. Build - to develop an understanding of and ability to communicate with someone.
2. Probe - to find out the other side's expectations
3. Begin the bargaining - to start to negotiate the terms of an agreement
4. Make..... - to make suggestions.
5. Make proposals - to react to suggestions.
6. Reach a - to arrive at a situation which no progress can be made.
7. Make - to allow or give up things in order to reach an agreement.
8. Reach a - to arrive at an agreement where both parties reduce their demands in order to agree.
9. Work out the - to discuss all the aspects of the deal
10. Return to the negotiating - to re-negotiate an agreement

2. Complete with verbs in the correct form.

1. You (get) more enquiries from customers abroad if you (advertise) on the Internet.
2. No company (give) a trade credit to their buyers as long as they (be) sure that the buyer can pay.
3. We (send) your order on approval provided that you (return) any unsold items after 45 days.
4. We (share) the technical details on the condition that you (treat) them with strict confidentiality.
5. Geo Inc. and Habibi Ltd. (not / co-operate) anymore unless they (negotiate) a new contract.
6. Our employees (not / despatch) the consignment until we (receive) your payment.
7. We (give) you a reply when you (send) us the estimate price.

3. Complete phrasal verbs with correct prepositions.

forward, on, through, down to, off, up with

1. He's so irritating! I cannot put him anymore!
2. What do you think I should put for the charity ball this evening?
3. The suggestion that she put was irrelevant.
4. I think this needs to be put until next week.
5. His aggressive behaviour can be put stress.
6. Will you put me to Mr Greenfield, please?

Answers:

1.

1. rapport 2. interests 3. procedure 4. proposals 5. counter
6. stalemate 7. concessions 8. compromise 9. details 10. table

2.

1. will get, advertise 2 will give, are 3 will send, return 4 will share, treat 5 will not co-operate, negotiate 6 will not despatch, receive 7 will give, send

3.

1. put up with 2. put on 3. put forward 4. put off 5. put down to 6. put me through



Collocations

Spoken Phrases

Idioms

stick
to your guns

upper
hand

reached a
stalemate

go down
to the wire



NEGOTIATION



a gentlemen's
agreement

a sticking
point

play
cards right

drive
a hard bargain



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1. The sales manager drives **a hard bargain** and it is difficult to negotiate with him.
2. I made **a gentlemen's agreement** with the plumber to fix my sink.
3. The negotiations **went down to the wire** last night.
4. If we **play our cards right**, we'll get the contract.
5. The choice of distributor was **a sticking point** in the negotiations.
6. Management clearly has **the upper hand** in negotiations because of the employment situation
7. Peace negotiations have **reached a stalemate**. I don't think we're going to get a deal done.
8. It's important that you **stick to your guns** and never compromise on your non-negotiable differences.





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