

**Business English- Longer negotiating phrases activities**  
**Part One: Longer and more polite negotiating jigsaw phrases**  
**Suggesting**

Another	<b>possible</b>	option is...
Could you	<b>possibly/ perhaps/ maybe</b>	accept...?
I	<b>'d like to/ 'd probably</b>	suggest...
Would it be	<b>at all</b>	possible for you to...?

**Insisting/ Rejecting**

I	<b>may/ might/ might well/ will probably</b>	have to back out of this deal unless...
I don't think we would benefit	<b>enough/ much/ at all</b>	from that.
I think that's asking	<b>a bit/ far</b>	too much.
I think we've already been	<b>fairly/ quite/ very</b>	flexible on this.
I was hoping for something	<b>a bit/ considerably/ quite a lot/ a lot/ much/ far</b>	better.
That wasn't	<b>quite/ really/ at all</b>	what I was hoping for.
That wouldn't go down	<b>very</b>	well at head office.
That's	<b>a bit/ much/ far</b>	too high.
We would find this	<b>somewhat/ rather/ very/ extremely</b>	difficult to agree to

### Softening your position/ Compromising

That doesn't sound like a	<b>very/ sufficiently</b>	good deal.
There is just one	<b>small/ minor/ very important</b>	thing that I have a problem with.
We seem to have come to	<b>some kind of</b>	a stalemate.

### Moving the discussion on

I don't think we're making	<b>any/ much/ a lot of</b>	progress here.
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### Summarising

Can I	<b>just</b>	go over what we've discussed again?
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### Ending

Hopefully our next meeting will be	<b>a bit/ much/ a lot</b>	more productive.
I think we've	<b>almost/ more or less</b>	covered everything.

*Can you think of any more phrases with the same functions? Can you make any of them longer?*

*Circle words above which make the sentences softer and underline words which make the phrases stronger.*

*Deal the same cards out between you and try to use as many different phrases as you can with those words during a negotiation roleplay. If you use the words in a phrase which hasn't been said yet, you can discard the card. The person with fewest cards left at the end of the game is the winner.*

## Longer negotiating phrases activities

### Part Two: Make negotiating phrases stronger and weaker

*The phrases below can all be changed to be both stronger and softer in a similar way. Try to do both.*

- 1 I understand your position.
- 2 I feel like we're making progress.
- 3 I'm happy with that.
- 4 That sounds reasonable.
- 5 That would be helpful.
- 6 You've made my day!
- 7 You've been generous on... Nevertheless,...
- 8 That's out of the question.
- 9 I can't agree to...
- 10 I can't compromise on this point.
- 11 I have to rule out...
- 12 I'm afraid it's not possible.
- 13 I'm not going to be able to move on this.
- 14 That won't work.
- 15 We would just break even if...
- 16 There is no point in discussing this unless...

*If you need help, look at the mixed up suggested words on the next page. You can use most of the words more than once.*

### Mixed up answers

- a lot of
- almost certainly
- anymore
- at all
- at the moment
- completely
- extremely
- fairly
- further
- just
- more or less
- much
- not totally
- only
- pretty much
- probably
- quite
- quite a lot of
- really
- really quite
- simply
- some
- totally
- very

*If you still need more help, look at the semi-mixed up answers below the fold. Each line matches one of the lines at the top of this page.*

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- at all/ much
  - at all/ much
  - completely/ more or less
  - completely/ more or less
  - fairly/ extremely
  - fairly/ really quite/ very/ really
  - fairly/ very
  - further/ anymore/ at the moment
  - just/ simply/ almost certainly
  - just/ simply/ almost certainly/ probably
  - not totally/ totally/ completely
  - only/ probably
  - really/ pretty much
  - simply/ probably
  - some/ quite a lot of/ a lot of

- very/ quite

*Check your answers on the next page.*

### **Suggested answers**

- 1 I (completely/ more or less) understand your position.
- 2 I feel like we're making (some/ quite a lot of/ a lot of) progress.
- 3 I'm (fairly/ really quite/ very/ really) happy with that.
- 4 That sounds (fairly/ very) reasonable.
- 5 That would be (fairly/ extremely) helpful.
- 6 You've (really/ pretty much) made my day!
  
- 7 You've been (very/ quite) generous on... Nevertheless,...
- 8 That's (not totally/ totally/ completely) out of the question.
- 9 I (simply/ probably) can't agree to...
- 10 I can't compromise (at all/ much) on this point.
- 11 I have to (completely/ more or less) rule out...
- 12 I'm afraid it's (just/ simply/ almost certainly/ probably) not possible.
- 13 I'm not going to be able to move (at all/ much) on this.
- 14 That (just/ simply/ almost certainly) won't work.
- 15 We would (only/ probably) just break even if...
  
- 16 There is no point in discussing this (further/ anymore/ at the moment) unless...

## Longer negotiating phrases activities

### Part Three: Longer and more precise negotiating phrases

*The phrases below can be made more precise in meaning by adding words. Try to make at least one alternative version of each. Note that these words will be different to those above.*

- 1 According to our agreement,...
- 2 Do you think we could have that in writing by Friday?
- 3 Given our relationship,...
- 4 How can we reach a compromise?
- 5 I can move on that.
- 6 I still think there is hope for...
- 7 I think I can suggest a solution.
- 8 I'll put that in writing and email you by next week.
- 9 Let's draw up a contract with those terms and then...
- 10 Maybe I didn't explain how important this is.
- 11 So, the sticking point is...? If that is the case,...
- 12 The thing I have problems with...
- 13 The main advantage of that is...
- 14 The next item is...

### Mixed up answers

- close of business on
- close/ long
- draft
- for us/ for you/ for both of us
- in enough detail
- last
- main
- mutually acceptable/ reasonable
- on the agenda/ that we have to talk about
- only
- some
- somewhat
- the middle of
- win-win

*Check your answers below the fold.*

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### Suggested answers

- 1 According to our (last) agreement,...
- 2 Do you think we could have that in writing by (close of business on) Friday?
- 3 Given our (close/ long) relationship,...
- 4 How can we reach a (mutually acceptable/ reasonable) compromise?
- 5 I can move (somewhat) on that.
- 6 I still think there is (some) hope for...
- 7 I think I can suggest a (win-win/) solution.
- 8 I'll put that in writing and email you by (the middle of) next week.
- 9 Let's draw up a (draft) contract with those terms and then...
- 10 Maybe I didn't explain (in enough detail) how important this is.
- 11 So, the (main) sticking point is...? If that is the case,...
- 12 The (only) thing I have problems with...
- 13 The main advantage of that (for us/ for you/ for both of us) is...
- 14 The next item (on the agenda/ that we have to talk about) is...