

Business English- Negotiating for points game

Student A

*You and your partner are going to take part in a negotiation with another company. **Half the jobs that need to be done to prepare are written below** with the time that each will take, and **your partner has the other half** of the jobs with how long each needs. **Without telling your partner the (exact) time needed**, persuade your partner to do some of the jobs below and accept doing some of their jobs in return. When you finish your negotiation or your teacher stops the game, the time of the jobs that are still left on your sheet plus the time of the jobs you have volunteered to do from your partner's sheet is your total time. If you have agreed to do something together or split it fifty-fifty you should add the times with that in mind.*

The person with the least total time at the end of the negotiation is the winner.

Half of the jobs which need to be done:

- 1 Arrange the meeting (time, place etc) with the other side (25 minutes)
- 2 Agree the agenda with our side and the other side (60 minutes)
- 3 Get people from our side to attend (80 minutes)
- 4 Contact other people in our company and group companies who do business with the same company (70 minutes)
- 5 Get quotes from the other company's competitors (180 minutes)
- 6 Get instructions from our bosses before the negotiation (agreeing initial offers and fall-back/ final positions – 120 minutes)
- 7 Arrange an internal pre-meeting meeting with the negotiating team (20 minutes)
- 8 Brainstorm things that they might say and possible responses, then share that with the rest of our team by email (45 minutes)
- 9 Prepare a brief PowerPoint with details of your needs (technical needs, final uses, etc – 150 minutes)
- 10 Arrange for the cafeteria to deliver drinks and snacks (5 minutes)
- 11 Arrange a feedback meeting on how well the negotiation went (10 minutes)

Total = 765 minutes (plus the same on your partner's worksheet)

Stop your negotiation when your teacher tells you to and add up all the time of all the jobs that your partner has agreed to do (including half of the jobs that you have agreed to do together). Add the times from both of your worksheets and see who has less work to do (= under 765 minutes) and is therefore the winner.

Which things from both your lists do you really think you will have to do next time you take part in a negotiation?

What order is it best to do them in? How long will each one really take?

Draw up a negotiations checklist for yourself.

Business English- Negotiating for points game Student B

*You and your partner are going to take part in a negotiation with another company. **Half the jobs that need to be done to prepare are written below** with the time that each will take, and **your partner has the other half** of the jobs with how long each needs. **Without telling your partner the (exact) time needed**, persuade your partner to do some of the jobs below and accept doing some of their jobs in return. When you finish your negotiation or your teacher stops the game, the time of the jobs that are still left on your sheet plus the time of the jobs you have volunteered to do from your partner's sheet is your total time. If you have agreed to do something together or split it fifty-fifty you should add the times with that in mind.*

The person with the least total time at the end of the negotiation is the winner.

Half of the jobs which need to be done:

- 12 Book a venue for the meeting (10 minutes)
- 13 Find previous contracts with the same company (50 minutes)
- 14 Find the minutes from the last meeting with the same company (5 minutes)
- 15 Research the other company and its products (60 minutes)
- 16 Read up on the kinds of products/ services which you might want to buy from the company (technical information, online reviews, etc – 120 minutes)
- 17 Research the participants from the other side (via LinkedIn etc – 25 minutes)
- 18 Research the business cultures of the nationalities that we will be negotiating with (35 minutes)
- 19 Write and send an email with advice on specific and general negotiating tactics, with links to more relevant resources online and on the company intranet (65 minutes)
- 20 Go into the venue before the meeting to get it ready (projector etc – 15 minutes)
- 21 Take and type up the minutes of the meeting (60 minutes)
- 22 Report to our superiors after the meeting (face to face – 80 minutes)
- 23 Send a follow-up email to the other company (35 minutes)
- 24 Send a follow-up email to our side (10 minutes)
- 25 Draw up the draft contract (120 minutes)
- 26 Draw up the final contract (75 minutes)

Total = 765 minutes (plus the same on your partner's worksheet)

Stop your negotiation when your teacher tells you to and add up all the time of all the jobs that your partner has agreed to do (including half of the jobs that you have agreed to do together). Add the times from both of your worksheets and see who has less work to do (= under 765 minutes) and is therefore the winner.

Which things from both your lists do you really think you will have to do next time you take part in a negotiation?

What order is it best to do them in? How long will each one really take?

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