

Business English- Negotiating phrases error correction pairwork Student A

Without showing your worksheets to each other, work out with your partner whose version of each phrase below is right and correct the other version.

Useful phrases

Can you repeat...?/ Can you say... again?

Did you say... (or...)?

Starting**Chatting at the beginning of meetings/ Small talk before you start negotiating**

1 How's business?

Ending the small talk and getting down to business

2 Well then, we must carry on chatting after the meeting, but shall we start?

Body of the meeting**Getting the other side to speak/ Finding out about their position**

3 Can you start by set out your position?

Explaining your goals/ Setting out your initial position

4 We're interested in...

Accepting/ Reaching a deal

5 That sound fair.

Compromising/ Making concessions/ Being flexible/ Softening your position

6 That could all right, as long as you...

Delaying a decision

7 I'll have to get back you about that.

Rejecting/ Insisting

8 I'm sorry but that's not possible.

Interrupting

9 Sorry for interrupt, but...

Moving onto the other points/ Moving through the agenda

10 Let's move onto the next point and come back to that later.

Talking about breaks

11 Shall we take five before come back and try again?

Ending**Finishing/ Wrapping up the negotiation**

12 I think we've covered every.

Talking about future contact (emails, future meetings, etc)

13 I look forward to doing business with you again soon.

14 See you on Monday.

Small talk at the end of a meeting

15 Do you have any plans for the weekend?

16 How about go for a drink?

Hint: Each person has eight correct phrases and eight incorrect ones.

Business English- Negotiating phrases error correction pairwork Student B

Without showing your worksheets to each other, work out with your partner whose version of each phrase below is right and correct the other version.

Useful phrases

Can you repeat...?/ Can you say... again?

Did you say... (or...)?

Starting**Chatting at the beginning of meetings/ Small talk before you start negotiating**

1 How's your business?

Ending the small talk and getting down to business

2 Then, we must carrying on chatting after the meeting, but shall we start?

Body of the meeting**Getting the other side to speak/ Finding out about their position**

3 Can you start by setting out your position?

Explaining your goals/ Setting out your initial position

4 We're interesting in...

Accepting/ Reaching a deal

5 That sounds fair.

Compromising/ Making concessions/ Being flexible/ Softening your position

6 That could be all right, as long as you...

Delaying a decision

7 I'll have to get back to you about that.

Rejecting/ Insisting

8 I'm afraid but that's not possible.

Interrupting

9 Sorry to interrupt, but...

Moving onto the other points/ Moving through the agenda

10 Let's move on the next point and come back to that later.

Talking about breaks

11 Shall we take five then come back and try again?

Ending**Finishing/ Wrapping up the negotiation**

12 I think we've covered everything.

Talking about future contact (emails, future meetings, etc)

13 I look forward to do business with you again soon.

14 See you on next Monday.

Small talk at the end of a meeting

15 Do you have any plan for the weekend?

16 How about going for a drink?

Hint: Each person has eight correct phrases and eight incorrect ones.

Brainstorming stage

Without looking above for now, try to think of or remember at least one phrase for each of the functions below.

Chatting at the beginning of meetings/ Small talk before you start negotiating**Ending the small talk and getting down to business****Getting the other side to speak/ Finding out about their position****Explaining your goals/ Setting out your initial position****Accepting/ Reaching a deal****Compromising/ Making concessions/ Being flexible/ Softening your position****Delaying a decision**

Rejecting/ Insisting

Interrupting

Moving onto the other points/ Moving through the agenda

Talking about breaks

Finishing/ Wrapping up the negotiation

Talking about future contact (emails, future meetings, etc)

Small talk at the end of a meeting

Look above and then use that to help you brainstorm more ideas, making sure you have at least two phrases in each of the sections above.

Suggested answers

Chatting at the beginning of meetings/ Small talk before you start negotiating

- Are you still in contact with (name)?
- Are you still working on the... product?
- Did see the match between... and...?
- Did you have a good journey?
- Did you have any problems finding us?
- Did you have to come far today?/ Where did you come from today?
- Did you hear the news about...?
- Do you still work with (name)?
- How was your flight?
- How's business?
- How's your project going?
- Is it your first time in Kinshicho/ Tokyo/ Japan?
- Would anyone like a drink before we begin?

Ending the small talk and getting down to business

- Actually, that brings me onto why we are here today, which is...
- In fact, that's connected to what I want to talk about today, which is...
- I'm glad you mentioned that as today's meeting is also about...
- Okay then, I know you have other meetings so it's about time to look at the agenda, if that's okay.
- Okay, it's been great to chat but we really should make a start, if you don't mind.
- Right then, we have to leave this room by 12 so I guess it's time to begin, don't you think?
- Right, you must tell me more about that later but let's get down to business, shall we?
- So, it's been nice to catch up but perhaps we should get started, if that's okay with you.
- Well then, we've got a lot to talk about today so this might be a good time to have a look at the first point on the agenda, if that's alright.
- Well then, we must carry on chatting after the meeting, but shall we start?

Getting the other side to speak/ Finding out about their position

- Can you start by setting out your position?
- If we..., what would you offer us?
- Is that alright?

Explaining your goals/ Setting out your initial position

- We expect you to...
- We need...
- We'd like you to...
- We're interested in...

Accepting/ Reaching a deal

- All right./ Fine./ Okay then.
- That sounds fair.
- You've got a deal./ I can shake on that.



Compromising/ Making concessions/ Being flexible/ Softening your position

- I suppose we can agree to that since you agreed to...
- In that case we can offer...
- That could be all right, as long as you...
- We can do that, providing...
- We could possibly...

Delaying a decision

- I'll have to check with my boss.
- I'll have to get back to you about that.
- I'll think it about.

Rejecting/ Insisting

- I'm afraid we can only offer...
- I'm afraid you'll have to...
- I'm sorry but that's not possible.
- I'm sorry, we can't do that.
- Sorry but we can't agree to that. We can only...
- Unfortunately it's company policy to...
- We'd prefer to...

Interrupting

- Before you go on,...
- Sorry to interrupt, but...

Moving onto the other points/ Moving through the agenda

- Let's move onto the next point and come back to that later.
- Now, let's talk about..., shall we?

Talking about breaks

- Shall we take five then come back and try again?
- How about continuing this discussion after a quick break?

Finishing/ Wrapping up the negotiation

- I think we've covered everything.
- Well, I guess that about wraps it up.

Talking about future contact (emails, future meetings, etc)

- As I said I'll check with my boss and...
- I look forward to doing business with you again soon.
- I'll be in contact about...
- I'll email you about...
- See you on Monday.

Small talk at the end of a meeting

- Are you finished for today?
- Do you have any plans for the weekend?
- Do you have to go straight back to your office?
- How about going for a drink?
- I'll walk you to the lift.