

Business English- Negotiating Phrases Mimes

Work together to think of mimes/ gestures/ body language which could represent each of the lines below. The parts which are easiest to mime are marked in bold.

Small talk (at the beginning and/ or end)

- Did you have any problems **finding us**?
- How was your **flight**?

Getting down to business

- Can you **kick things off** by clarifying the situation for me?/ Let's **kick off** by...
- Do you want to get the **ball rolling**?
- Well, it's been nice to **catch up** but we should probably get started.

Sticking to your position/ insisting/ (polite) negative responses

- Are you **joking**?/ You must be **kidding**./ That's got to be (some kind of) a joke.
- Can you **cut** the price of...?
- Could you **move a little** more on that?
- I am **not** very **happy** with...
- I'll have to **back out** (of this deal) unless...
- If you put yourself **in my shoes**,...
- That is (really) (rather) **disappointing**./ That's a pity./ That's a shame.
- That is not **on the table**.
- That seems **a bit too low**.
- That's a **little high**.

Changing your position/ softening your position/ changing your mind

- I can assure/ guarantee/ **promise** you that...
- I can be **flexible** on that./ I'm willing to be **flexible**./ Thanks for being so **flexible**.
- I can **shake** on that.
- I'll try to **meet you halfway**./ Can you **meet us halfway** on...?/ We'd be willing to **meet you halfway** on that.
- I'm (fairly/ very) **happy** with that./ I'm (very) **glad** to hear that.
- Let's try to find (some kind of/ some sort of) **a middle way**./ I think we can find a **middle way**.
- Let's try to find a way **round** this.
- That is (certainly/ probably) a **step in the right direction**.
- That would be (absolutely) **perfect/ wonderful/ great**.
- Where do I **sign**?/ Where should I **sign**?

Making suggestions/ suggesting compromises/ suggesting solutions

- How would you **feel** about...?
- I (would like to) **propose**...
- I think I can suggest a **win-win** solution.
- To break the **deadlock**, might I suggest...
- Would you consider...?/ What would you **think** about...?

Trading/ linking offers and conditions

- In **exchange**,.../ In **return**,...
- We'd like to **offer** you... if you/ as long as you...

Moving the meeting on/ quickly coming to agreement/ not getting stuck on a point/ leaving decisions to later

- Have we **covered** everything?/ I think we've **covered** everything.
- The **second** thing that we need to discuss is...

Giving reasons

- The main reason for this is.../ This is mainly because.../ The **first** (of many) reasons for this is.../ There are many reasons for this, but **number one** is...

Asking about their position

- Does that **suit** you?
- What's your (main) **aim**?/ What is your (chief) **goal**?
- What's your opening **position**?
- What's the **sticking** point for you?

Summarising

- **To sum up** what we've agreed/ discussed...

Mentioning future contact

- Could we have that **in writing** by (close of business on) Friday?/ Can you **email** me with...?/ I'll **email you** the details by the end of the week.

Check your answers as a class.

Read out one of the phrases and see if your partner can do a suitable mime.

Do a mime and see if your partner can think of a suitable phrase.

Choose one of the functions above and see if your partner can come up with phrases, doing the mimes at the same time if possible.

Without looking above, work together to brainstorm as many suitable phrases as you can into each of the spaces below.

Small talk (at the beginning and/ or end)

Getting down to business

Sticking to your position/ insisting/ (polite) negative responses

Changing your position/ softening your position/ changing your mind

Making suggestions/ suggesting compromises/ suggesting solutions

Trading/ linking offers and conditions

**Moving the meeting on/ quickly coming to agreement/ not getting stuck on a point/
leaving decisions to later**

Giving reasons

Asking about their position

Summarising

Mentioning future contact

Use the key words below to help you with the task above.

Small talk (at the beginning and/ or end)

finding us
flight

Getting down to business

kick (...) off
ball rolling
catch up

Sticking to your position/ insisting/ (polite) negative responses

joking
kidding
cut
move a little
not... happy
back out
in my shoes,...
disappointing
on the table.
a bit too low.
little high.

Changing your position/ softening your position/ changing your mind

promise
flexible
shake
meet you halfway
meet us halfway
happy
glad
a middle way
round
step... the right direction
perfect/ wonderful/ great
sign

Making suggestions/ suggesting compromises/ suggesting solutions

feel
propose
win-win
deadlock
think

Trading/ linking offers and conditions

exchange
return
offer

**Moving the meeting on/ quickly coming to agreement/ not getting stuck on a point/
leaving decisions to later**

covered
second

Giving reasons

first
number one

Asking about their position

suit
aim
goal
position
sticking

Summarising

to sum up

Mentioning future contact

in writing
email
email you

Check your answers with the first worksheet. Note that many other answers are possible.