

## **Negotiations Saying yes/ no/ maybe simplest responses card game and key words**

*Listen to your teacher and raise the Y or N cards depending on the function of what you hear. If a reply means "Maybe", don't raise either card. Without looking below for now, choose one of the key words below and try to think of or remember positive, negative and ambiguous phrases using that word. Some can be used in all three. You can start with the easiest ones. You can change the words a little you like, and some of the words can be combined in phrases.*

- Absolutely
- Accept/ Acceptable
- Agree
- As
- Best
- Boss
- Can't
- Compromise
- Consider
- Deal
- Expected
- Final
- Flexible
- Generous
- Happy
- Hear
- Help
- Hoping
- Later
- Let
- Like
- Mean

- Move
- Option
- Point
- Position
- Possibility
- Promise
- Say/ Said
- See
- Seem
- Should
- Sounds
- Sticking
- Suggesting
- Sure
- Think
- Willing
- Work
- Would



Cards to hold up

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

## Partial answers

Compare the answers below to your own and label each line Y, N or ? for “maybe”. Each line has a different function (i.e. there are not two “Yes” phrase lines with one key word).

- **Absolutely!**/ That would be **absolutely** wonderful./ If we **absolutely** must.
- **Absolutely** not./ That’s **absolutely** out of the question./ That is **absolutely** impossible./ That is **absolutely** my last word on this matter./ This is **absolutely** fundamental/ crucial/ vital.
- I’m sure you don’t (really/ honestly) expect us to **accept**.../ There’s no way I can **accept**.../ I’m (totally) unable to **accept** that.
- I reluctantly **accept**...
- I’m willing to **accept**... if...
- I think that will be **acceptable**./ That seems **acceptable**.
- To make that **acceptable**,...
- I (simply) can’t **agree** to.../ We would find this (somewhat/ rather/ very/ extremely) difficult to **agree** to.
- I will **agree** to that, providing.../ I might be able to **agree** to that, depending on...
- Okay, we **agree** to...
- **As** a (personal) favour,... / **As** it’s you,...
- **As** I explained to you earlier,...
- I’ll let you know **as** soon as I can.
- That’s the **best** I can do.
- I’ll do my **best**.
- That would probably be **best**.
- I’ll ask my **boss**, but I think I can imagine his reaction.
- This is (just/ only) a formality, but I’ll need to talk to my **boss** first.
- You **can’t** just demand...
- I **can’t** see any problem with that.
- I **can’t** say for sure, but...
- I can’t **compromise** (at all) on this point.
- Okay, I’m prepared to **compromise** on that.
- I can’t **compromise** much on this./ That’s acceptable, if you can **compromise** on...
- I can’t (even) **consider** that.
- I’ll **consider** it.

- We may as well abandon the whole **deal** if/ unless.../If you want a **deal**,...
- I think we have a **deal**./ It's a **deal**./ You have a **deal**.
- That doesn't sound like a (very/ sufficiently) good **deal**.
- I really **expected** something (a bit/ quite a lot) better./ That's (almost) the (exact) opposite of what I **expected**.
- To be honest, that is better than we **expected**.
  
- Before I make a **final** decision,...
- That's (absolutely) my **final**/ last offer.
  
- I can be **flexible** on (almost) everything apart from that./ I think we've already been (fairly/ quite/ very) **flexible** on this.
- Thanks for being so **flexible**.
  
- Thank you. That's very **generous**.
- I think we are already being (quite/ very) **generous**.
  
- I'm (fairly/ really quite/ very/ really) **happy** with that./ I'm not very **happy** about this, but...
- I'm not (very) **happy** with...
  
- I'm (very) glad to **hear** that.
- That was not what I wanted to **hear**.
  
- We (really/ very much) appreciate your **help** with this.
- It might **help** if you could...
  
- That wasn't (quite/ really/ at all) what I was **hoping** for./ I was **hoping** for something (a bit/ considerably/ quite a lot/ a lot/ much/ far) better.
- I was **hoping** you might say that.
  
- Can we discuss that at a **later** meeting?/ I'll confirm that **later**.
- I'll probably regret this **later**, but...
  
- I'll **let** you know by Friday.
- **Let** me know if you change your mind.
  
- I'd **like** to be able to say yes, but...
- I'd **like** to be more decisive but...
- If you **like**.
  
- Our (present/ current) circumstances **mean** that...
- Could you clarify what you **mean** by...?/ Does that **mean**...?

- I can **move** on that.
- I'm not going to (be able to) **move** (at all) on this./ I can't **move** on this./ While we are glad to see that you have **moved** (somewhat) from your original position,...
- That is an **option**.
- That is not an **option**.
- There doesn't seem to be much **point** in discussing this further./ That **point** is not negotiable./ I hope you can see our **point** of view./ That's a good **point**, but...
- There is no **point** in discussing this (further/ anymore/ at the moment) unless...
- You have a **point**. Taking that into account,...
- I can understand your **position**, but.../ While I (completely/ more or less) understand your **position**,.../ I'm (really) not in the **position** to (be able to)...
- Just to make sure that I understand your **position**,...
- If there is (really) no other **possibility** (,....)
- That is a **possibility**.
- I can't **promise** (anything/ much), but...
- What about your previous **promise** to...?
- Okay, I can **promise** you that will happen.
- That is (basically) what we were going to **say**.
- I don't think there's anything more to **say**.
- Taking what you **said** into account,...
- But you **said**...
- I'd need to **see** (all of) that written down./ I'll **see** what I can do.
- I can't **see** any way round this./ That is not how we **see** it.
- We **seem** to have come to (some kind of) a stalemate./ You don't **seem** to be meeting us halfway./ That **seems** (a bit/ much/ far) too.../ That doesn't **seem** to be... enough.
- We **seem** to be in agreement.
- Where **should** I sign?/ That **should** be fine.
- You **should** have...
- That **sounds** (fairly/ very) reasonable.
- That **sounds** feasible.
- That **sounds** (rather) unappealing.
- I'm **sticking** to my (original) position.

- The **sticking** point for us is...
- That doesn't have to be a **sticking** point.
  
- Actually, that is (basically) what we were **suggesting**.
- Are you (honestly/ seriously) proposing/ **suggesting**...?/ I'm surprised that you would (even) **suggest** that.
  
- I'm not **sure** that we can do that./ Are you **sure** that's your final offer?
- Just to make **sure** that I understand your offer,...
  
- I'll **think** about it./ If you can give some time to **think** about it,...
- I don't **think** we would benefit (much/ at all/ enough) from that.
- I **think** we've found some common ground.
  
- I'm not **willing** to accept.../ I'm not **willing** to haggle./ That is (really) as far as I am **willing** to go.
- I'm **willing** to consider that.
  
- That (just/ simply) won't **work**./ I'm not sure that would **work** (for us).
- That would **work** for us.
- We still need to **work** out the details, but...
  
- I think... **would** be fairer. / That **would** (totally) mess up our plans to.../ I don't think that **would** go down (very) well at head office.
- We **would** accept that if you were able to.../ You **would** need to...
- That **would** be perfect/ wonderful/ great.

*Circle expressions meaning "Yes" which are used when someone isn't really happy.*

*Test each other on that language in some or all of these ways:*

- Listen to your partner and raise the right card
- Listen to phrases with key words missing and guess the missing words
- Do the same, but also identifying the functions of the phrases
- Try to make phrases with the key words that your partner tells you, with them helping you if you get stuck
- Try to make as many phrases as you can with one function, with your partner giving you key words and other help if you get stuck

*Play this freer practice game:*

- Flip a coin without your partner seeing what you got and try to get a positive response with your responses if you got a head and a negative response if you got a tail.

*What phrases could you use for giving reasons for saying no? What kinds of excuses are good?*

*What phrases can you use for making proposals/ suggesting?*